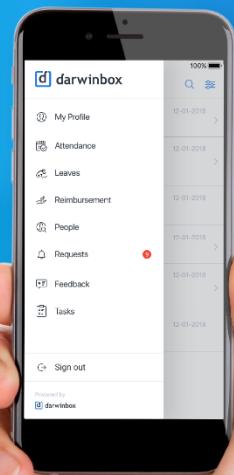


MOBILE MANUAL

Revolutionizing the Power of Mobility

#PossibilitiesAreEndless



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OVERVIEW

Darwinbox's mobile-first approach enables a seamless-user experience on the mobile. One could do a lot with the Darwinbox' app - Complete HR tasks & approvals, Access Directory, Engage Employees, Apply Leaves, Regularize attendance, Manage Reimbursements, Geo-Tag Locations and so on.

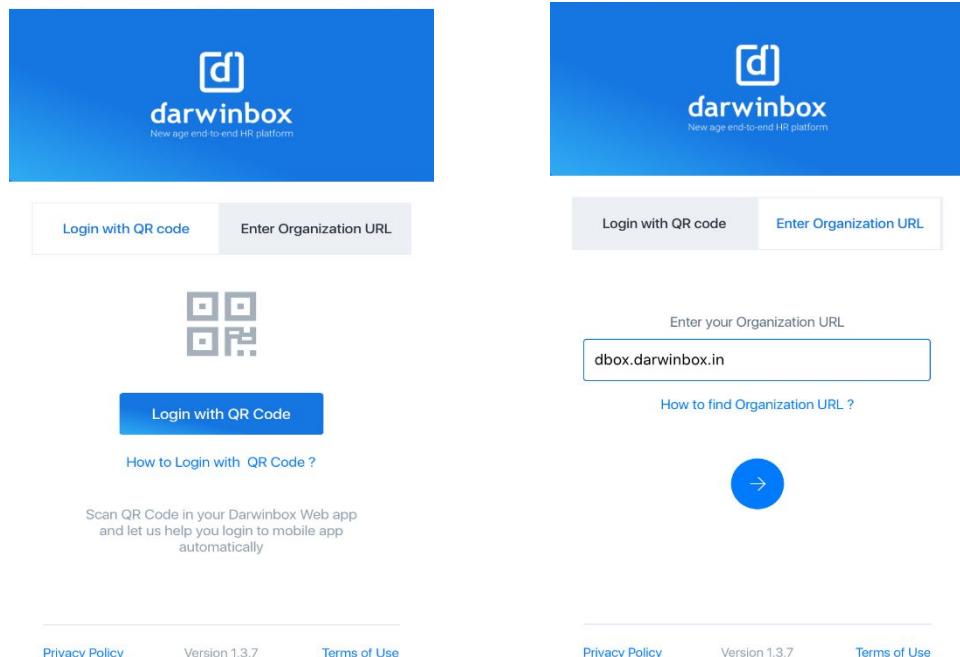
In this document, there are illustrative examples listed, accompanied by the steps to explain the features more clearly.

SCOPE OF THE MANUAL

The document details out the functionalities that are available on Darwinbox's mobile app. The following feature list will be elaborated here.

1. **Pulse:** The mood-o-meter to capture how the employee's status at a daily basis. This helps the admin to gauge the overall employee satisfaction in the organization.
2. **Employees:** Looking for someone's contact number? Refer to the employee list/directory to get their contact details quickly.
3. **Attendance:** Could not swipe in or clock in the other day? Now you can request for update of your attendance without any hassles through this feature.
4. **Leaves:** Applying for leave has never been this easy. Auto-approved leaves for quicker response
5. **Reimbursements:** Create/manage reimbursements on the go. Ability to scan invoices and add as attachments.
6. **Requests:** System generated reminders.
7. **Tasks:** Tasks for approval/quick action on the system.
8. **Referrals:** Refer option to enable employee referrals.
9. **Voice Bot:** Voice enabled commands to perform tasks
10. **Help Desk:** Ticketing system to log issues.
11. **Workflow:** Workflows to
12. **Vibe:** Employee engagement tool.

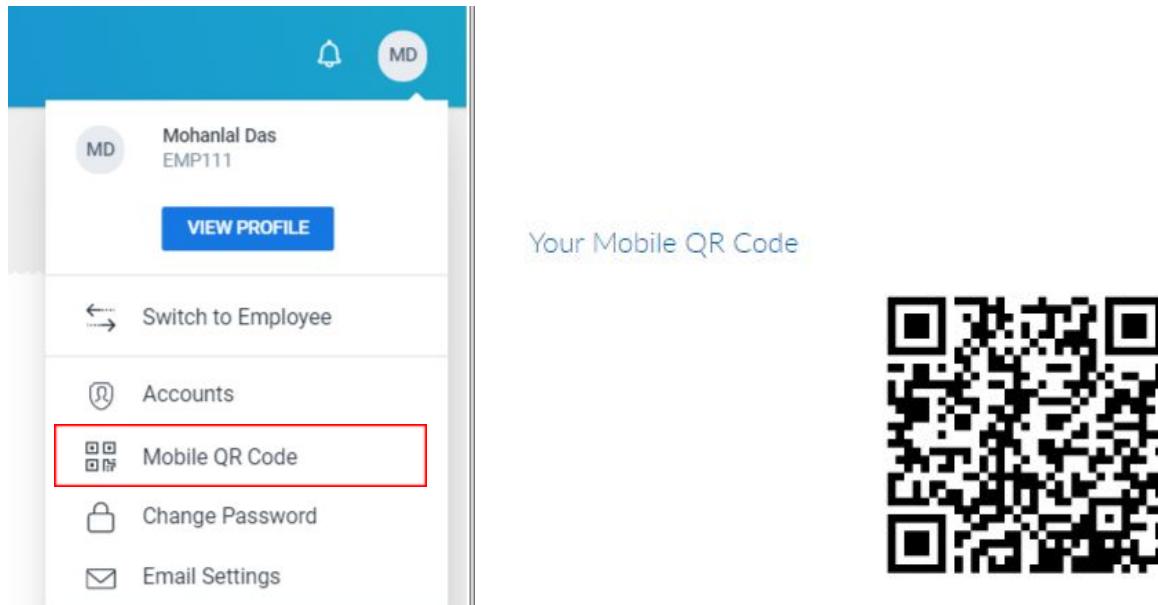
SIGN IN PAGE



Specify the instance name once you download the mobile app. And sign in- using your login credentials – Email ID/ Employee ID and your password. Upon completing this, you will land on Pulse, the page that hosts the mood-o-meter of Darwinbox.

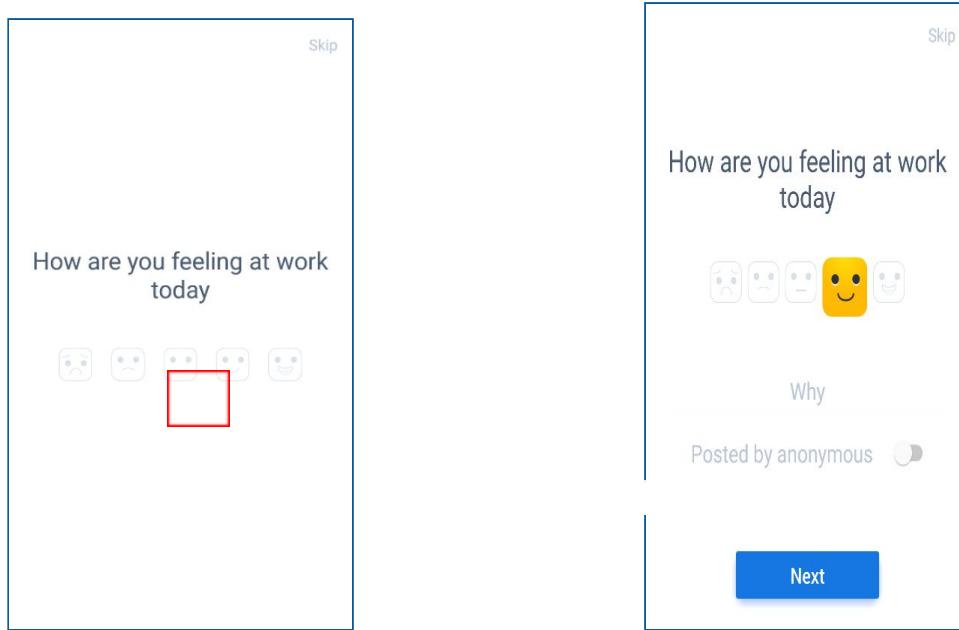
You can also login directly by scanning the QR code that can be found when you login through PC.

Click on Mobile QR Code and Scan it.



When logged out of the mobile app the last used method of logging in i.e. via. QR Code or Organization URL is saved for easy re-login.

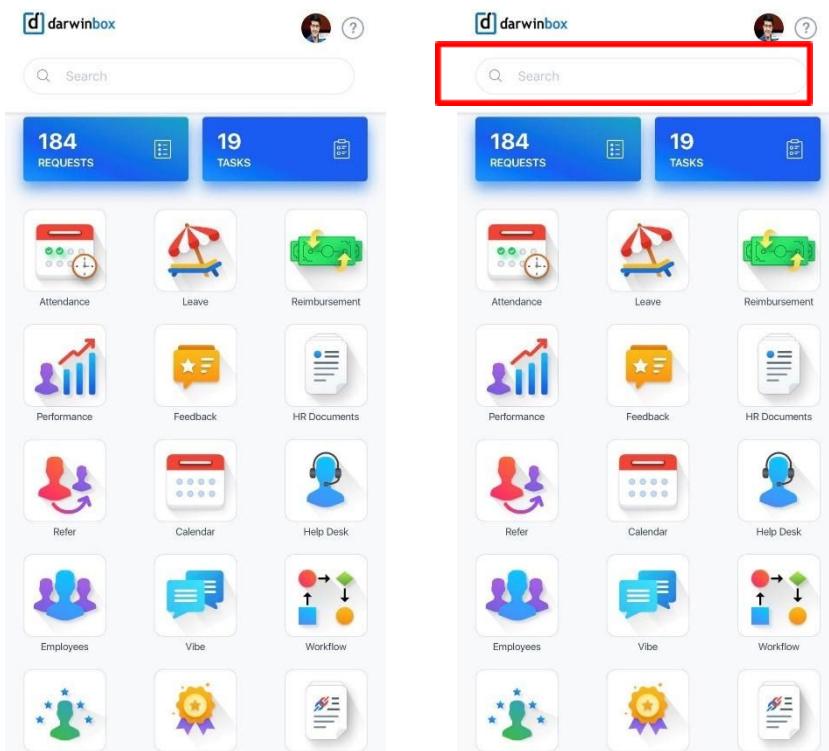
PULSE



Did you know that you could emote your feelings at work being anonymous? Just click on the smiley and cite the reason for your current feeling. Employee engagement surveys, made just so easier!

New forms framework can be used to make better surveys and run it through pulse and it can be configured from web.

DASHBOARD

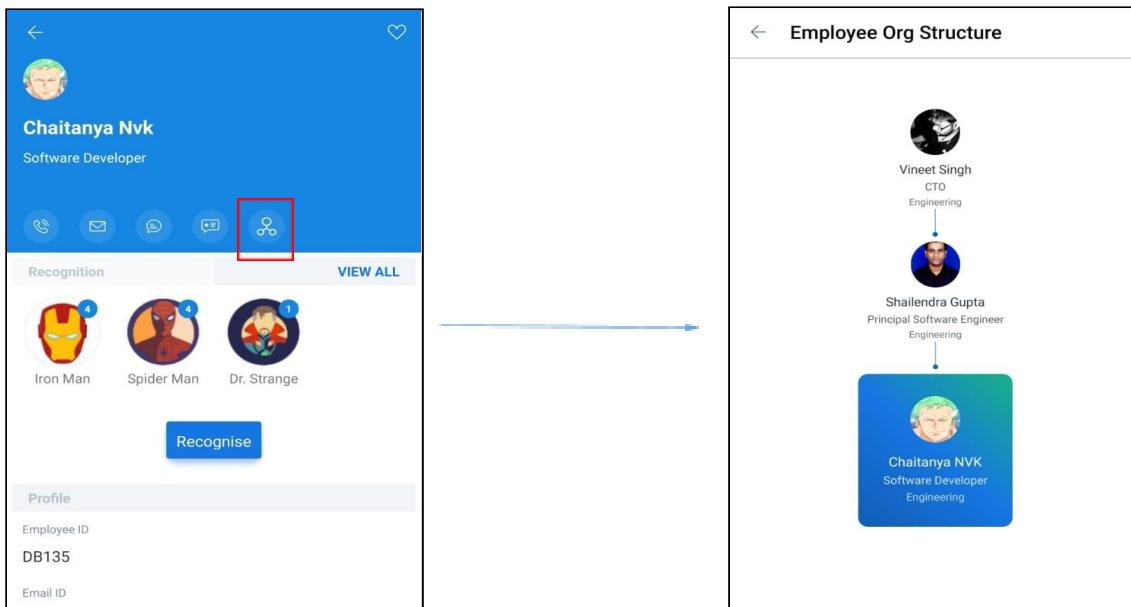


A universal search button is present on the dashboard which allows an employee to search for other employee profiles using either names or their employee id.

Viewing the Org Structure

You can search from the search bar the employee and can view the employee's org structure as follows:

Click on the icon highlighted below.

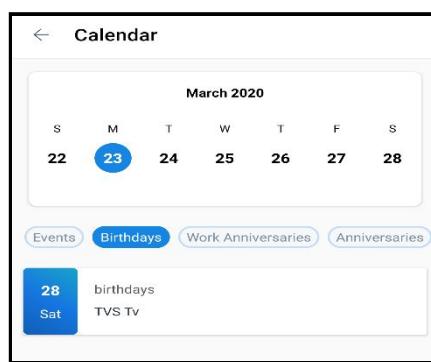


Changes to Calendar

Path: Dashboard > Calendar

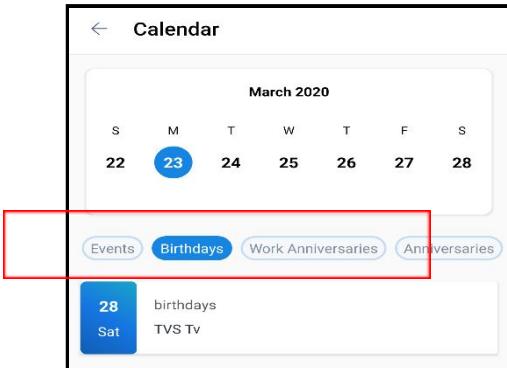
i. Week on Week View

With release 3.15, the view of the calendar is in week on week format.



ii. Filtering Event type on the calendar

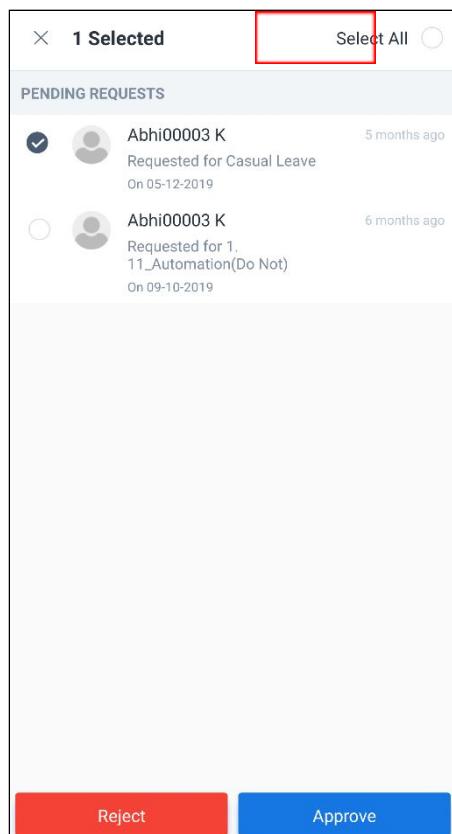
We can now toggle between events to view as required on the calendar app.



Select all in Requests

Earlier we could only single select requests. You can now bulk select all requests related to leaves and attendance with a long press on the request and selecting “Select all”.

Path: Dashboard > Requests > My Approvals



New joinees in birthdays and anniversaries

New joinees would be visible in the birthdays and anniversaries.

Path: Dashboard > Birthdays and Anniversaries > New Joinees

Department and location details in birthdays and anniversaries

Department and location details would be visible for the employees in birthdays and anniversaries.

Change password

The user can reset password from the mobile app.

Path: Dashboard > Profile > Settings > Change Password

MY PROFILE

You will see the employee's profile with his/her Designation, Location along with Employee ID, department, Manager Name, Date of Joining and contact details – Email ID and Phone number as per below screen shot.

The screenshot shows the Darwinbox HRMS dashboard. On the left, there is a navigation bar with a search bar and a user icon. Below it, there are two main statistics: '184 REQUESTS' and '19 TASKS'. To the right of these are several icons representing different HR functions: Attendance, Leave, Reimbursement, Performance, Feedback, HR Documents, Refer, Calendar, Help Desk, Employees, Vibe, Workflow, and Badges. A large red box highlights the profile picture area, and a red arrow points from the dashboard to the detailed profile view on the right. The detailed profile view shows the following information:

- User Profile:** Mohanlal.das, Chief Sanitation officer, Office Hq Mumbai, Maharashtra, India, (Field)
- Recognitions:** Hey! Seems like you don't have any badges
- Department Cost Center Name:** a11
- Assigned Permission:** LeavesAndAttendance_Admin_test
- Department:** Bhaya BU (Please delete)
- Date of Confirmation:** 01-01-2017
- Employee ID:** EMP111
- Email ID:** wild1@yopmail.com
- Cost Center Name:** 10000 T Wadra Dose

e-Visiting card

we can enable sharing a virtual or e-visiting card on mobile.

Note: This will be enabled at tenant level based on request from Custom success team. While enabling, it is also required to mention if designation to be considered is Designation Alias or Job level or Designation

Once enabled, at tenant level, this needs to be enabled at employee level as well via. Mobile access import

Path (Admin): Settings > Import > Mobile access > Visiting card (yes/no)

| A | B | C | D | E | F |
|-------------|----------------|-------------|------------------|-----------------------|---|
| Employee ID | Access(yes/no) | OTP(yes/no) | Voicebot(yes/no) | Visiting Card(yes/no) | Offline Clockin Attendance Sync(yes/no) |
| | | | | | |
| | | | | | |
| | | | | | |

Once enabled, employees will see an option to enter the details they want to be captured in visiting card under Email settings.

Path: Dashboard > Profile picture (hamburger menu) > Settings > Visiting card settings

Employee Settings

UPDATE SETTINGS

All your notifications will be sent to abc124@yopmail.com

EMAIL SETTINGS **VISITING CARD SETTINGS**

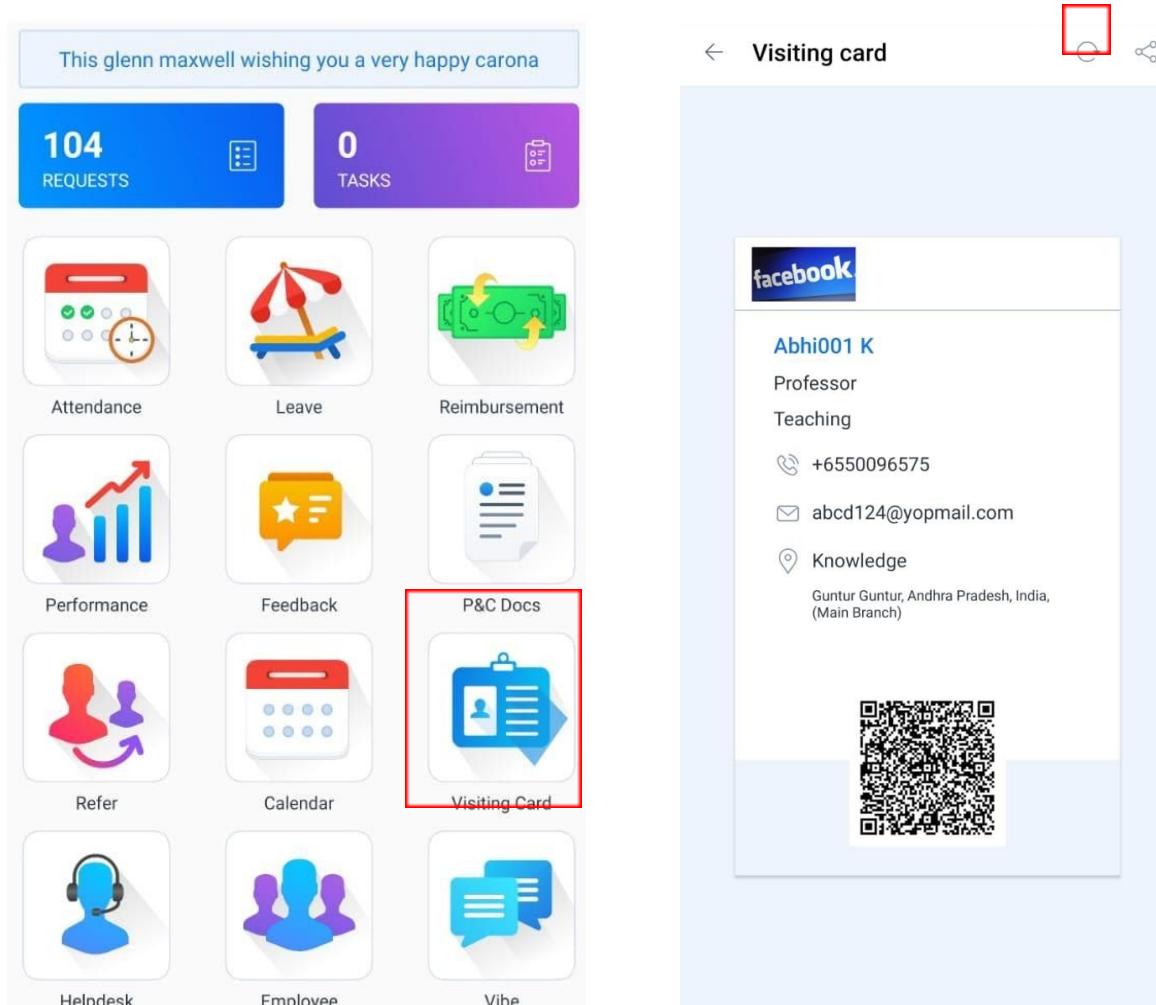
Visiting Card Settings

Office Number
+6550096575

Personal Mobile Number
9890989098

Email
abcd124@yopmail.com

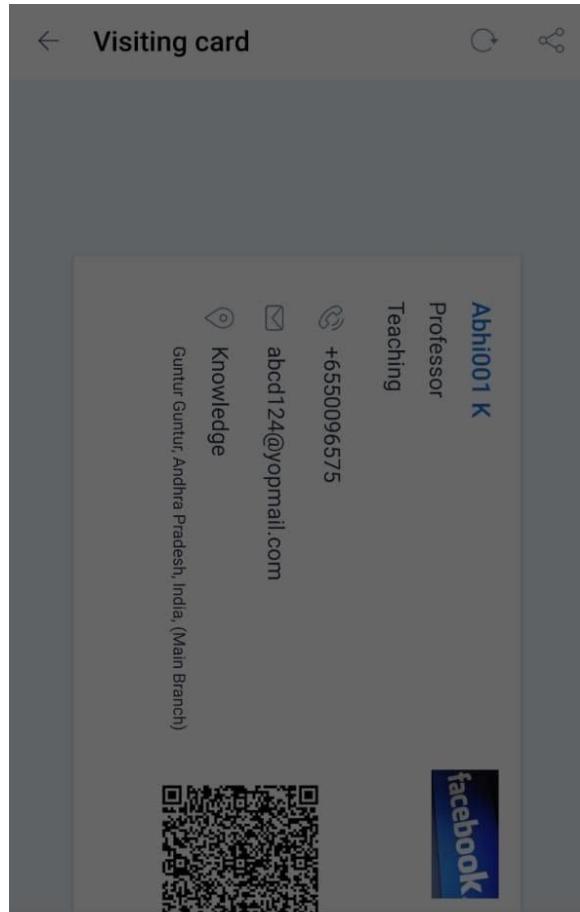
Based on this, details in visiting card will be populated. Once enabled, employees will see visiting card as a module in mobile app as shown below –



This can also be viewed in landscape mode using view option above –



Using the share option, the card can be shared in three formats via. Text, VCF and Image.



[Text Format](#)

[VCF \(Contacts only\)](#)

[Image \(Only for saved contacts\)](#)

Editing profile on mobile with approval flow

Personal details page of employee profile is also available on mobile. Profile can be viewed, edited and submitted for approval by the employee.

Path: Profile > Personal details

Personal Details

Biographical Information

Middle Name: N.A

Last Name: K

Known As Name: N.A

Introduction/Bio: N.A

Marital Status: Married

Gender: Male

Nationality: N.A

Marital Status Since: 04-03-2020

Salutation: N.A

Suffix:

Contact Information

Abhi001 K

Professor
Guntur Guntur, Andhra Pradesh, India, (Main Branch)

Recognition

Leavel1

Profile **VIEW PERSONAL DETAILS**

Employee ID: KC36

Email ID: abc124@yopmail.com

Department: Teaching

Office mobile number: 95500965

HOD: Abhi004 K (KC23)

Date of Joining: 03-03-2018

Date of Confirmation:

Editing profile

Update Biographical Information **SAVE**

Middle Name
Enter middle name

Last Name
K

Known As Name
Enter known as name

Introduction/Bio
Enter introduction/bio

Marital Status
Married

Gender
Male

Nationality
Select nationality

Marital status since
04-03-2020

Salutation
Select salutation

Update Biographical Information

Last Name **PENDING**
KA

Last Name **PREVIOUS**
K

Mobile Access **PENDING**
 Yes

Mobile Access **PREVIOUS**
 Yes

file

Pending for approval

← Personal Details

Biographical Information Contact Information Jc

Biographical Information Pending Actions

Middle Name
N.A

Last Name
K

Known As Name
N.A

Introduction/Bio
N.A

Marital Status
Married

Gender
Male

Nationality
N.A

Marital Status Since
04-03-2020

Salutation
N.A

Suffix

Approval screen

← Update Biographical Information

Last Name PENDING
KA

Last Name PREVIOUS
K

Mobile Access PENDING
 Yes

Mobile Access PREVIOUS
 Yes

Comment
Enter Comment

Reject Update

Note: Only managers can approve tasks on mobile. They will not receive any tasks for the same. They have to go to relevant employees' profile to act on the pending actions.

EMPLOYEES

Directory: this tab provides a functionality where in you can search for any employee in the organization.

You will be prompted the names that match, select the required employee. Click on search to view the employee and you search for multiple employees at once in the same manner.

The image consists of two side-by-side screenshots of a mobile application interface. The left screenshot shows the 'People' screen with a navigation bar at the top. Below the bar are two tabs: 'My team' and 'Directory', with 'Directory' being the active tab. The main area features a decorative graphic of five stylized human figures in various colors (blue, grey, black, yellow, white) with small heart icons. Below this is a section titled 'Search for colleagues' with a sub-instruction: 'Search for the employee details based on the Employee ID or Name.' A blue 'Search' button is located at the bottom of this section. The right screenshot shows a search results screen. At the top is a search bar containing the text 'abc'. To the right of the search bar are a 'Cancel' button and a 'Done' button. Below the search bar is a list titled 'NAME MATCHES' with four items. Each item includes a small profile icon, the name, and the title. The first item is 'Abc Xyz () Brand Coordinator', the second is 'ABC SA1 () Animator USA', the third is 'ABC SA12 () Animator USA', and the fourth is 'ABC S () Animator USA'. At the bottom of this screen is a virtual keyboard with standard QWERTY layout, a numeric keypad, and function keys like 'Done', 'Search', and punctuation marks.

My Reportees: this tab provides a list of the employee's reportees

[Employees](#)

[My reportees](#) [Directory](#)

DIRECT REPORTEES

- Arvind Leaves 2 Test 2**
Asst Director
- Big Bossman
Management Chief Officer
- Dbx-4745 Dbx-4745
BU Head
- Pranati Manavi
Talent Partner
- Rj_shaju J
RJ_HR Head
- Sample In
JetPrivilege Tester
- Super Kent

[Reportee details](#)

Arvind Leaves 2 Test 2
Asst Director
Delhi, Delhi, India, (JIO)

[Feedback](#) [Attendance](#) [Leave](#) [Recognition](#)

| Given | Requested | Received |
|-------|-----------|----------|
| 0 | 0 | 0 |

| Absent days | Late mark | Early mark |
|-------------|-----------|------------|
| 0 | 0 | 0 |

| Taken | Applied | Pending Requests |
|-------|---------|------------------|
| 0 | 0 | 0 |

[Reportee details](#)

Arvind Leaves 2 Test 2
Asst Director
Delhi, Delhi, India, (JIO)

[Reimbursement](#) [Refer](#) [Performance](#) [Talent Profile](#) [Goal Plan](#) [Workflow](#) [Pulse Average Engagement Score](#)

Recognition

Hey! Recognise Arvind Leaves 2 Test 2

Employee type
Full Time

Department
HR

Employee ID
Empid_23

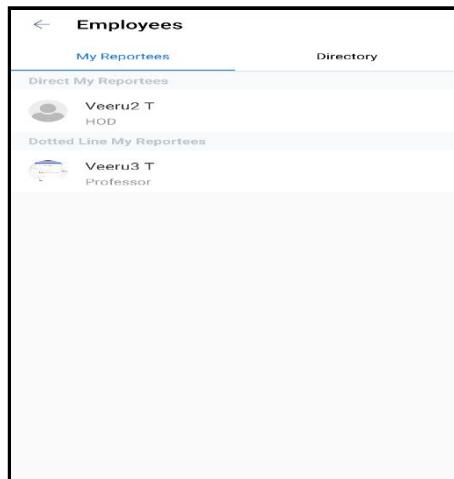
Email ID
arvindleaves2@yopmail.com

Company
Wild1

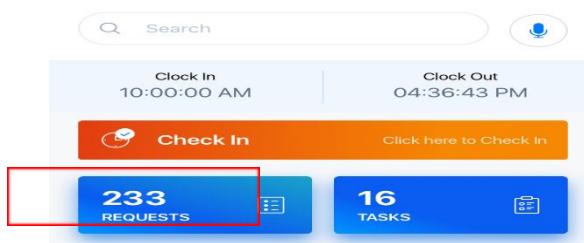
Dotted Line Reportees

Dotted line reportees are visible on mobile app as well.

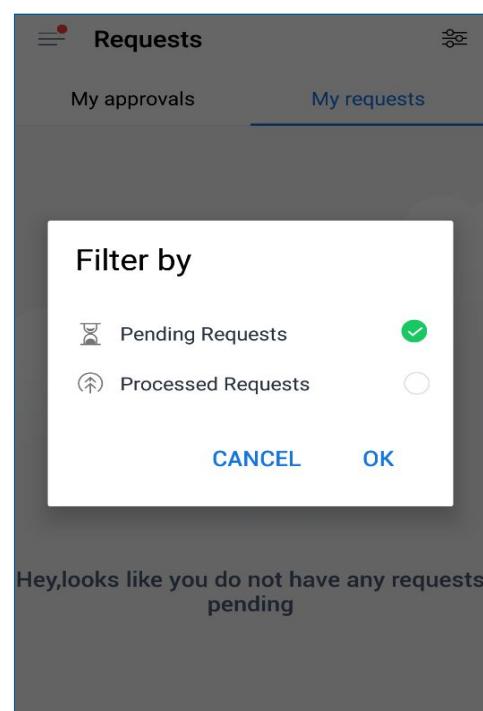
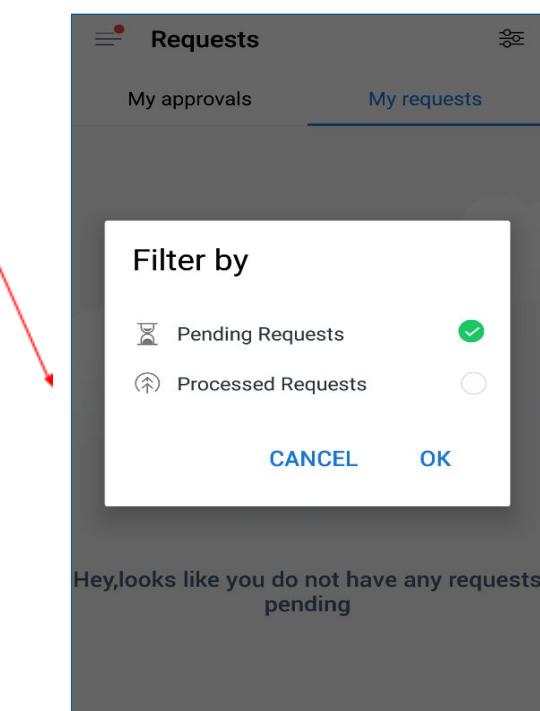
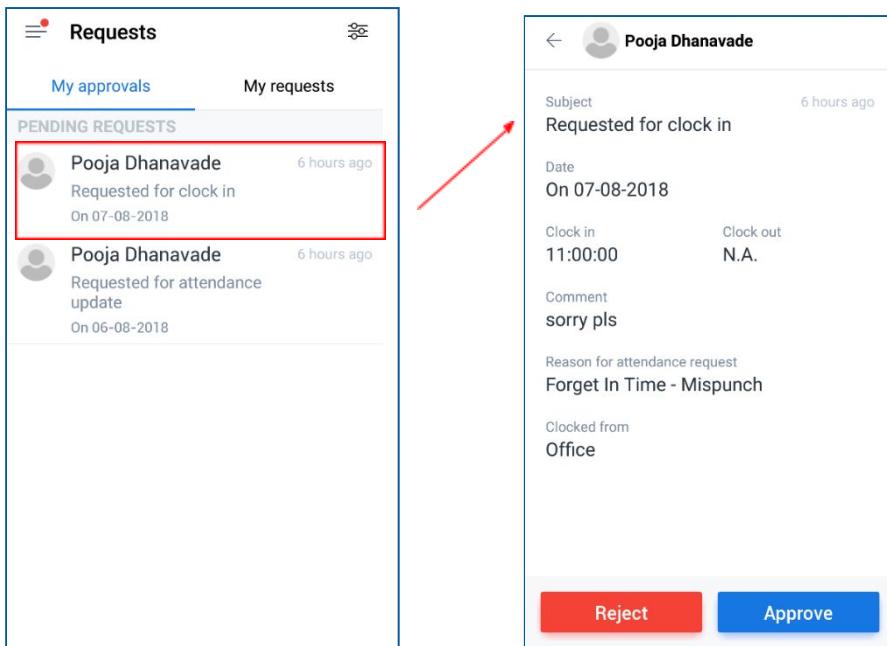
Path: Dashboard > Employees > My reportees



REQUESTS



One will be able to navigate through 'My Approvals' and 'My requests' to have a list of requests that needs to be catered by the employee. For more details, one may click on the request and 'approve' or 'reject' the request accordingly. Requests can also be filtered as pending/processed.



Bulk Approval of Requests

Manager can bulk approve or reject all the request in one go

Click and hold on any request and multi selectradio buttons will appear as shown in the image.

[Requests](#)[My approvals](#)[My requests](#)

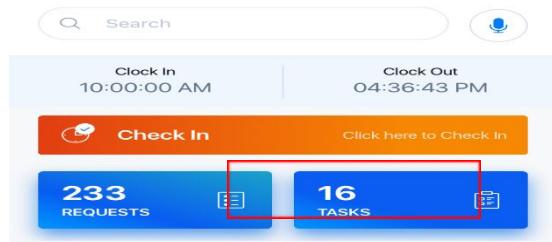
PENDING REQUESTS

- | | | | |
|--|--|---------------|--------------|
| | | Shishir Gupta | 3 months ago |
| Requested for Short Leave Request by wild11 test On 10-12-2019 | | | |
| | | Curt Bernier | 5 months ago |
| Requested for Update Attendance On 10-10-2019 | | | |

[Reject](#)[Approve](#)

Manager can select all the requests first and then click on Reject or Approve button

TASKS



Tasks

| | |
|---|------------|
| Your approval is required for generating offer letter for MyTest... | 03-01-2019 |
| Your approval is required for generating offer letter for hhhhh jjjjj | 16-10-2018 |
| Interview for N.A. N.A. from Distribution Manager (T2DIST) (F... | 06-09-2018 |
| Interview for Anne Shirley from Animator USA (HR Round) has b... | 06-09-2018 |
| Ankit Kumar (A7) Employee Stage is pending for completion. Last w... | 06-04-2018 |
| Kar Vinu@yopmail.com (EMP-001003) Employee Stage is... | 13-03-2018 |
| Himanshu Luthra (EMP-001029) Employee Stage is pending for co... | 13-03-2018 |
| Arjun Rana (1234456) Manager | 26-02-2018 |

Select

- Offer letter
- Interview schedule
- Separation workflow

Done

One will be able to view tasks through the Task option present on the dashboard menu. Various tasks will be made visible to the employee as shown in the screenshot. A toggle can be used to enable the filter which allows the employees to view various modules, by which they can filter tasks.



ATTENDANCE

Attendance can be marked by employees via mobile app using Mobile Check-In and Clock-In

Situations where employees are working on field (like sales, marketing etc.,) they have an option which captures their attendance using the mobile app - check employee's location stamp with timestamp. The users can select nearby locations but instead of selecting the locations nearby user can select the location directly on the map which is validated upon submission.

Attendance

Summary

Check in

17°27'21.9708"N 78°23'39.5254"E
17.456103,78.3943126

Yu

- Check-In PENDING
- Check-Out PENDING

17°27'26.7847"N 78°23'40.9942"E

Search

International School, Jubilee Ridge, NEXA Jubilee, MI Service Center (TVSe), Vellanki Foods

Select this location

Or choose a nearby place

Vellanki Foods, Plot No. 17, Madhapur Road, Opp Best We...

CheckIN

Location: 729/A, Allwyn Colony, Kukatpally, Hyderabad, Telangana 500072, India

Location: Home

Please specify the planned activites here

Type your message

Abhaya Anjaneya Temple, Allwyn...

Sai Baba Temple, Sai Nagar, Allwyn...

Change Location

Done

Check In

Location: 17°26'24.7"N 78°23'51.6"E
Vellanki Foods, Kavuri Hills Phas...

Use this location?

Local F...

Mad...

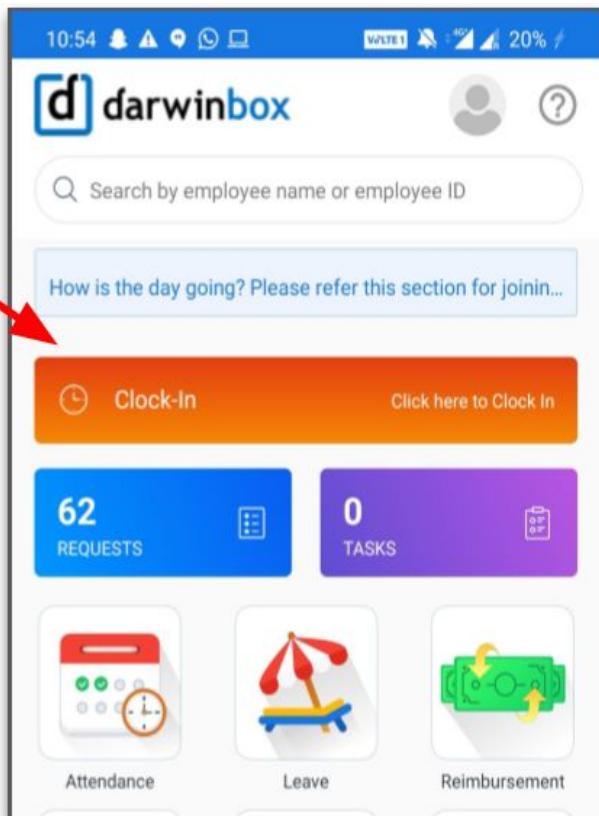
MI Service Center (TVSe)

CHANGE LOCATION Select

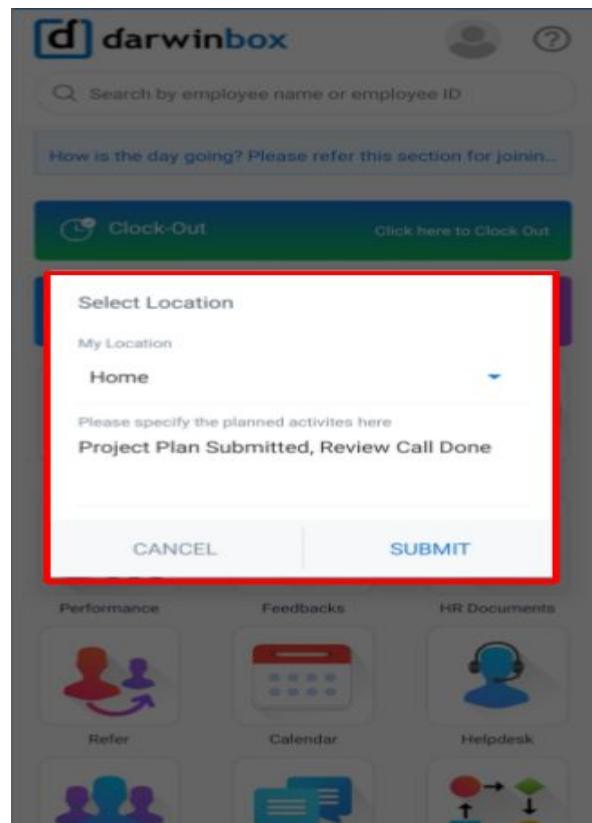
Done

Marking Attendance using clock-in from mobile :

Click “Clock-in” →

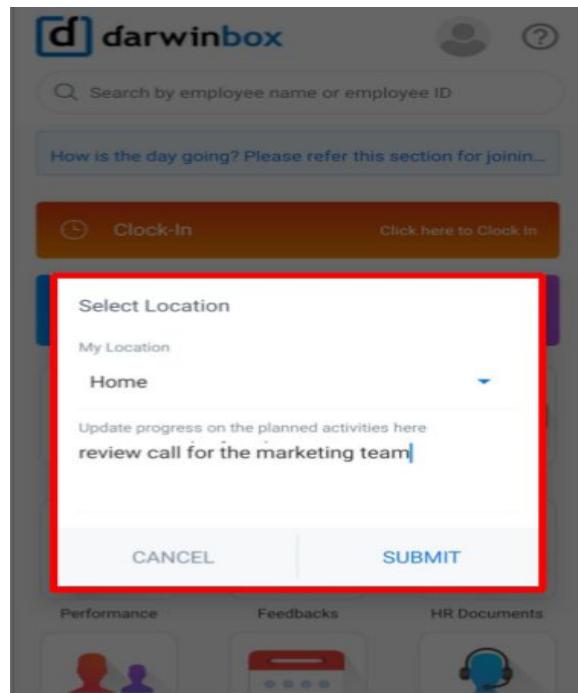
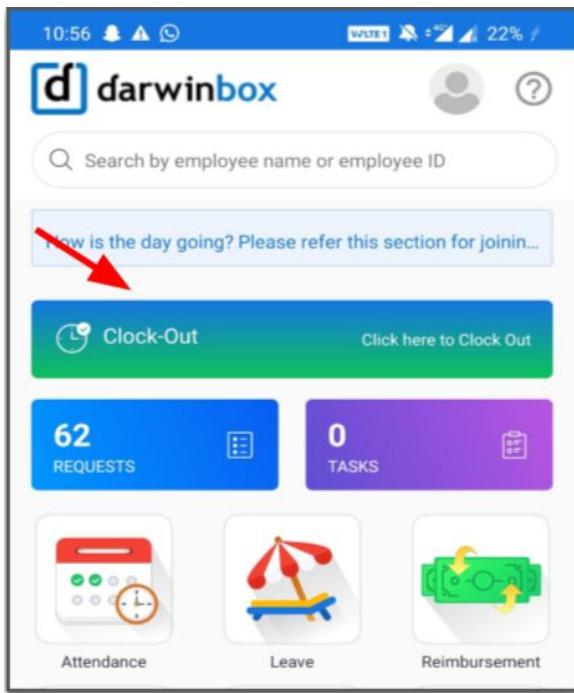


Choose “Home” & share
planned activities



Click “Clock-out” →

Choose “Home” & share the
completed activities



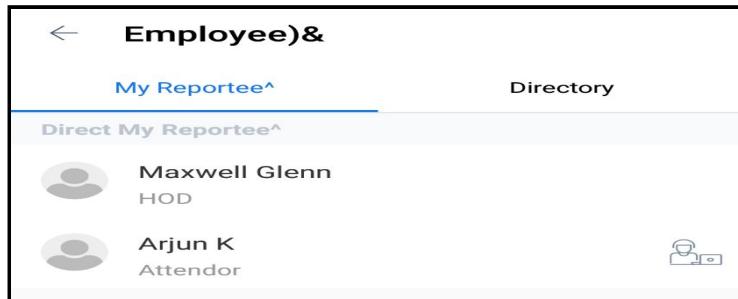
Employee can mark attendance using clockIN or CheckIN. Along with this, when employee selects Home, details of planned activities can be captured and updates on the planned activities can be mentioned. This helps Managers track the work that is being planned and done when employees avail work from home option.

Work from home tab is disabled by default and can be enabled at the tenant level based on request from CS team.

Once enabled, an additional configuration can be made to make these fields mandatory so that all details are captured.

Every employee who has opted from Home via. CheckIN, ClockIN or attendance adjustment will be represented as shown below under My Reportees

Path (Manager): Dashboard > Employees > My Reportees



Click on Attendance module to view your attendance status. You will be able to browse through previous months attendance status as well.

Attendance - Aug 2019

| Date | Status | Notes |
|--------|---|---------------------------|
| 1 Thu | Present | 03:00:00 PM → 11:45:00 PM |
| 2 Fri | On Leave (Earned Leave - Test) | |
| 3 Sat | Weekly Off | |
| 4 Sun | Weekly Off | |
| 5 Mon | Present, Request | 03:03:39 PM → N.A. |
| 6 Tue | Present, On Leave (Previous Year) | 09:16:45 AM → 09:21:37 AM |
| 7 Wed | Present | 10:00:00 AM → 07:00:00 PM |
| 8 Thu | Absent, Pending Leave (Earned Leave - Test) | |
| 9 Fri | Absent, Pending Leave (Earned Leave - Test) | |
| 10 Sat | Weekly Off, Pending Leave (Earned Leave - Test) | 01:51:40 PM → N.A. |
| 11 Sun | Weekly Off, Pending Leave (Earned Leave - Test) | |

Attendance view - Aug 20...

1 Absent
Wed

2 Absent
T

3 Aug-2018

4 Jul-2018

5 Jun-2018

Select by month

CANCEL OK

| Date | Status | Notes |
|-------|---------|---------------------------|
| 6 Mon | Absent | |
| 7 Tue | Present | 04:32:47 PM → 06:29:38 PM |

And for across each date here, employee will be able to update attendance/ apply for leave at this stage.

1:07

Attendance - Aug 2019

| Date | Status | Notes |
|--------|---|---------------------------|
| 1 PM | Present | 03:00:00 PM → 11:45:00 PM |
| 2 Fri | On Leave (Earned Leave - Test) | |
| 3 Sat | Weekly Off | |
| 4 Sun | Weekly Off | |
| 5 Mon | Present, Request | 03:03:39 PM → N.A. |
| 6 Tue | Present, On Leave (Previous Year) | 09:16:45 AM → 09:21:37 AM |
| 7 Wed | Present | 10:00:00 AM → 07:00:00 PM |
| 8 Thu | Absent, Pending Leave (Earned Leave - Test) | |
| 9 Fri | Absent, Pending Leave (Earned Leave - Test) | |
| 10 Sat | Weekly Off, Pending Leave (Earned Leave - Test) | 01:51:40 PM → N.A. |
| 11 Sun | Weekly Off, Pending Leave (Earned Leave - Test) | |

This page displays an employee's attendance for a month showing Total Leave days, Present days, and absent days. This page also lists the click-in priority, Shift and Weekly-off assigned, and the Attendance policy applicable in a Q n A format.

Attendance

| | |
|------------------------------|------------------------------------|
| Summary | Check in |
| 2019 August | |
| 3.0 Leave Days | 10.0 Present Days |
| 8.0 Absent Days | 08:48 Avg. Work Duration |
| 02:55 Avg. Late By | 00:00 Avg. Overtime |

Attendance view

Clock in priority
Web | IP RESTRICTION

Shift
Regular one
10:00 AM - 07:00 PM

Policy
G POLICY

Weekly Off
All Saturday And Sunday
All Saturday, All Sunday

Policy Description

| | |
|---|-----|
| Are you allowed Grace time? | Yes |
| 30 mins grace time | |
| Are you allowed Grace time early clockout? | No |
| 0 mins grace time | |
| Will overtime be counted? | No |
| --- | |
| Are attendance punches considered only within the buffer time? | No |
| --- | |
| Max optional holidays you can take | Yes |
| 10 holidays allowed | |
| Attendance Marking Policy | Yes |
| Both In Time & Out Time | |
| Are you allowed to apply for attendance request on Weekly Off? | Yes |
| --- | |
| Are you allowed to apply for attendance request on Holiday? | Yes |
| --- | |
| Are you allowed to apply Clock in request? | Yes |
| --- | |
| Are you allowed to apply for attendance regularization requests for future dates? | Yes |
| --- | |

Apply Out Duty Request:

If an employee wants to update his / her attendance while on field duty, enter the message to convey the reason and click on submit as shown below:

Attendance

| | |
|-----------------------|----------|
| Summary | Check in |
| 2018 August | |
| 0.5 Leave Days | |
| 2 Present Days | |
| 4 Absent Days | |

Attendance view

Clock in priority
Biometric

Shift

Attendance request

| | | | |
|-----------------------|-------------------------------------|----|---------|
| Request type | Out Duty Request | | |
| Date | 07-08-2018 | | |
| From | 11 : 00 | To | 17 : 00 |
| Overnight clock-out ? | <input checked="" type="checkbox"/> | | |
| Type your message | <input type="text"/> | | |
| Submit | | | |

Apply Update Attendance:

If an employee is working on field or he forgets to punch out through biometric/forgets to clock out, you may request for 'Update of attendance'. To request a 'update Attendance', click on 'Apply' Choose request type as 'update attendance' as shown below enter the shift date, location, clock in, clock out, enter the message to convey the reason and then click on submit button.

The image displays two side-by-side screenshots of an 'Attendance Request' form. Both forms have a header 'Attendance Request' and a radio button section for 'For Myself' (selected) and 'For Others'.

Left Screenshot (Simplified Version):

- Request Type:** A dropdown menu showing 'Clockin Alias'.
- Location:** A dropdown menu showing 'Home'.
- Clock In Time:** A dropdown menu showing '09' followed by a colon and another dropdown menu showing '00'.
- Message ***: A large text area with placeholder text 'Please add planned activities and progress on specific items here *'.
- Buttons:** 'CLOSE' and 'SUBMIT'.

Right Screenshot (Detailed Version):

- Request Type:** A dropdown menu showing 'Attendance Adjustment / Regularization'.
- Shift Date From:** A date input field showing '22-03-2020' with a calendar icon.
- Shift Date To:** A date input field showing '22-03-2020' with a calendar icon.
- Location:** A dropdown menu showing 'Home'.
- overnight clock-out?**: A checkbox labeled 'Is clock-out time after 00:00 midnight on next date?'.
- Clock In Time:** A dropdown menu showing '09' followed by a colon and another dropdown menu showing '00'.
- Clock Out Time:** A dropdown menu showing '18' followed by a colon and another dropdown menu showing '00'.
- Break Duration:** A dropdown menu showing '00' followed by a colon and another dropdown menu showing '00'.
- Message ***: A large text area with placeholder text 'Please add planned activities and progress on specific items here *'.
- Buttons:** 'CLOSE' and 'SUBMIT'.

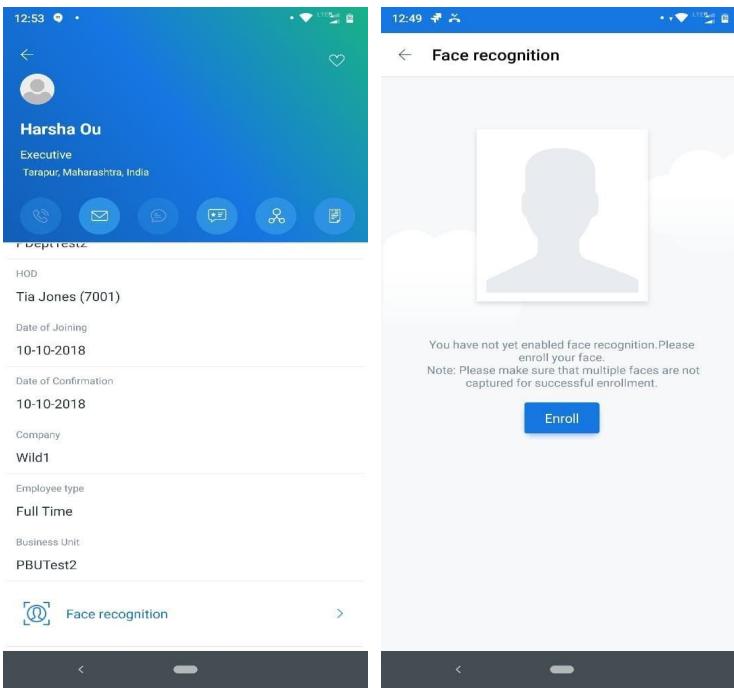
Once it is approved by the reporting manager then the attendance status of the employee will get updated.

Now, employees will be able to request for update of their attendance for a certain period using the date range option.

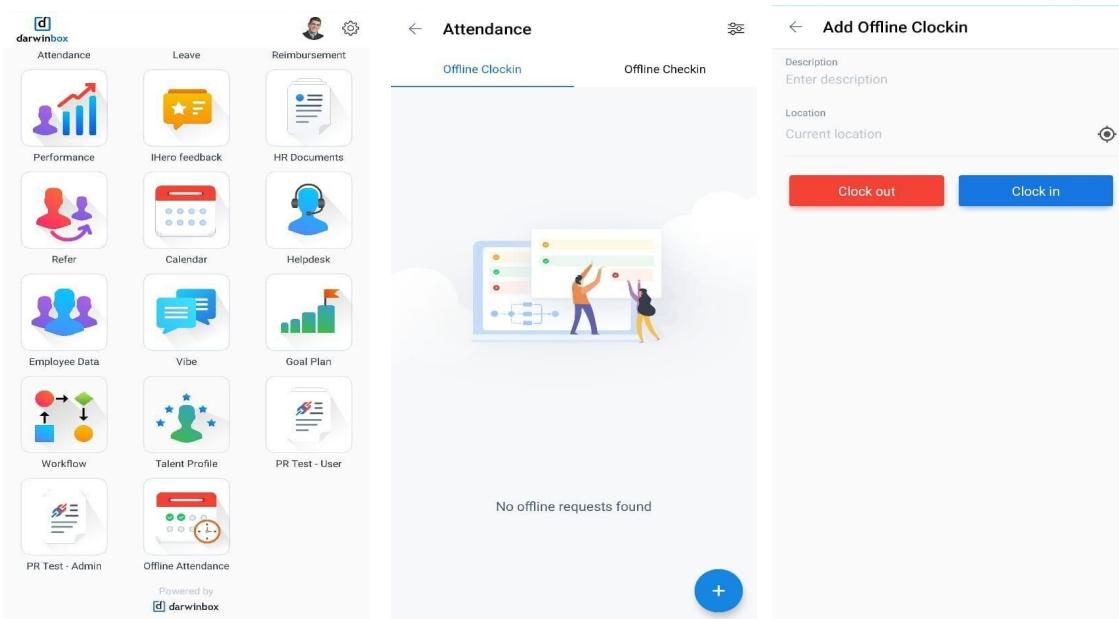
QUICK NOTE: IF THERE IS A LEAVE/HOLIDAY/WEEKLY-OFF IN YOUR DATE RANGE (OF THE ATTENDANCE REQUEST), ATTENDANCE WILL BE UPDATED FOR THE LEAVE/HOLIDAY/WEEKLY-OFF AS WELL. IF YOU DO NOT WANT THIS TO HAPPEN, PLEASE MAKE SURE YOU CHOOSE THE DATE RANGE EXCLUDING THE LEAVE/HOLIDAY/WEEKLY-OFF

Facial Recognition for Check In

Face recognition can be enabled while doing Check In on the mobile app. Once enabled, the employee will have to pass face recognition each time they check-in via. the application.



Offline Attendance



Note:

1. This will only be visible when the device is offline
2. For Clockin requests description and location are not mandatory and Clock In and Clock Out will be selected based on the button clicked for submission.

Once submitted, requests can be seen on the landing page like below –

The left screenshot shows the 'Offline Clockin' section with one entry: 'Clock IN' on 23-04-2019 at 16:04:20, labeled 'NOT SYNCED'. The right screenshot shows the 'Offline Checkin' section with one entry: 'Check IN' on 23-04-2019 at 16:04:43, with coordinates '17.4396413,78.3975019' and the note 'Sample check in', also labeled 'NOT SYNCED'.

Once the device comes online, these punches will be synced automatically with Darwinbox tool.

Employee can check synced, non-synced, all requests later via filter on top.

The left screenshot shows a placeholder for offline requests with the text 'No offline requests found' and a blue '+' button. The right screenshot shows a 'Filter by' overlay with a 'Request Status' section containing four options: 'Synced' (unchecked), 'Not-Synced' (checked with a green checkmark), 'Failed' (unchecked), and 'All' (unchecked).

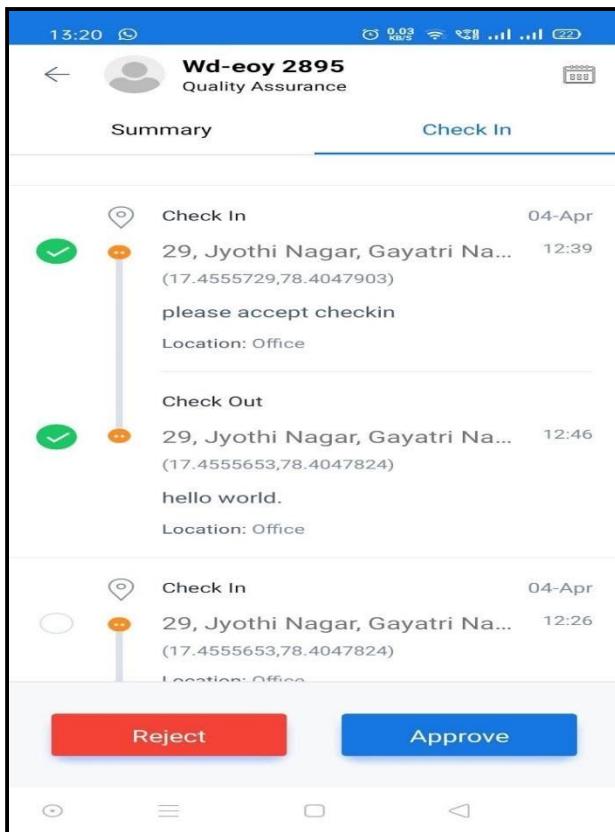
Note: Once synced, these requests will look like requests generated on the system online.

Bulk approval of CheckINs

We have added bulk approvals of CheckINs. Prior to this each CheckIN request had to be approved separately. Now for a given month and reportee, bulk approval can be done.

On the CheckINs screen, checkboxes are shown on hover. Once a checkbox is selected, Approve & Reject buttons are moved to top. The same has been implemented on mobile as well.

Path: Attendance > CheckIN



Work Location + Virtual ID Card with QR Code

We have also created a virtual id card in the mobile app which shows work location for the current day apart from other details.

In the Mobile App we have added a QR Code icon on the top. When the user clicks on that, a virtual id card with a QR Code is shown. This virtual id card shows shift timing and shift location also apart from employee details. Same details can be obtained via scanning the QR code in the ID Card.

The image shows two screenshots of the Darwinbox HRMS mobile application. The left screenshot is the main dashboard, featuring a search bar at the top, followed by a 'Clock-In' button and a QR code. Below these are two sections: 'REQUESTS' (2) and 'TASKS' (0). A grid of nine icons provides quick access to various features: Attendance, Leave, Reimbursement, Performance, Feedback, HR Documents, Refer, Calendar, and Helpdesk. The right screenshot is a 'Virtual ID Card' for an employee named 'Employee 7' (Employee ID E359), showing their profile picture, job title 'QA Engineer (Finance/Accounts)', location 'Hyderabad Hyderabad, Telangana, India, (Metro City)', and shift details 'WFH_Morning (09:00 AM - 06:00 PM)'. It also includes a QR code and a timestamp '05/05/2020 | 11:03 PM'.

Attendance Filter

we can now filter the attendance view based on months and different type of filters.

Path: Dashboard > Attendance > Attendance View

The image displays three screenshots illustrating the attendance filtering process. The first screenshot shows the 'Apr 2020 - Attendance view' with several leave entries listed. The second screenshot shows a modal dialog titled 'Select by month' with options for May-2020, April-2020, and March-2020. The third screenshot shows a detailed 'Filter by' dialog with various leave types and status options. The 'Show All' option is selected, and other categories like 'Pending request', 'Approved requests', etc., are shown with their respective color-coded radio buttons.

LEAVES



Darwinbox offers a quick view of the number of leaves assigned to an employee. Employee can have an overview of the different types of leave taken till date by viewing their leave balance.

When each leave type is clicked, a window opens which details out the policy of that particular leave.

Applying for Leave:

The image contains two side-by-side screenshots of the 'Apply for leave' modal dialog. Both screenshots show the same form fields but with different radio button selections: the left one has 'For me' selected, and the right one has 'For others' selected. The fields include: 'Recipients' (Jaswant Yadav), 'Leave type' (Please select), 'From Date' and 'To Date' (both empty), 'Type your message' (empty), and an 'Upload attachments' button (Maximum 1 attachment). A 'Submit' button is at the bottom of each form.

If an employee wants to apply for a leave, click on (+) button, select the leave type and submit.

Darwinbox also allows you to choose to apply leave for yourself or for another employee. Both functionalities can be viewed in the screenshots above. Employees can also attach any attachments to the leave if necessary, it can be done by clicking on the upload attachments button.

Recipient is the direct manager. Select the leave type from the drop-down list for example: I chose casual leave then select from and to dates (if you are unable to select dates- please cross check with your leave policy); you may type your message in the text area below along with proofs (which can be attached) if required to avail the leave.

List of Holidays:

Here is the list of holidays that the employee can avail basis the office location he/she is based out of.

| Leave | | |
|-----------------------------|--|--|
| Leave balance | List of holidays | Comp-off |
| TOTAL 13 HOLIDAYS THIS YEAR | | |
| January 2019 | | |
| 1 st | new year Tuesday | |
| 3 rd | new year Thursday | |
| 3 rd | testoption(OH) Thursday NOT TAKEN | |
| 4 th | test2(OH) Friday NOT TAKEN | i |
| 6 th | 6th January Sunday | |
| 10 th | janoption4(OH) Thursday NOT TAKEN | i |
| | OPTIONAL HOLIDAY > | |
| | Republic Day | |

Comp Off:

The screenshot shows the 'Leave' module interface. At the top, there are three tabs: 'Leave balance', 'List of holidays', and 'Comp-off'. The 'Comp-off' tab is selected, indicated by a blue underline. Below the tabs, a large box displays the 'Balance' as '0'. Underneath this, the heading 'COMPENSATORY OFF CREDIT LIST' is shown. It lists three entries, each with a 'Created On' date, a 'Status' (LAPSED), and an 'Expiry' date. The first entry is for 30 April 2018, the second for 29 April 2018, and the third for 28 April 2018. Each entry also includes a note about the balance and expiry.

Comp off is a unique feature which allows an employee to be aware of compensatory holidays they have accrued as a result of working on holidays or weekends.

Leave Encashment

The screenshot shows the 'Apply for leave' form. At the top, there are three radio button options: 'For me' (unchecked), 'For others' (unchecked), and 'Encashment' (checked). Below this, there is a 'Recipients' section with a dropdown menu showing 'Durga Prasad Patwa'. Under 'Approval Test K', there is a 'Leave type' section with a dropdown menu showing 'Earned Leave - Test'. The next section, 'Enter number of leaves to be encashed', has a value of '1'. Below this, there are four pairs of values: 'Total available balance' (13.5), 'Available balance to encash' (13.5), 'Balance to encash' (5.5), and 'Minimum Balance to encash' (0). The next section, 'Minimum balance to be maintained', has a value of '0' and 'Expected balance after Encashment' (4.5). At the bottom, there is a link 'sample encashment request' and a blue 'Submit' button.

Employee can raise request for leave encashment from mobile.

Leave History :

Employees can view the Leave History here

Leave

Leave balance List of holidays

Paternity Leave >

| Currently available | |
|---------------------|-------------------------|
| 7 | Accrued so far |
| 0 | Credited from last year |
| 7 | Annual allotment |

Paternity- Child Care >

| Currently available | |
|---------------------|-------------------------|
| 7 | Accrued so far |
| 0 | Credited from last year |
| 7 | Annual allotment |

Sick Leave >

| Currently available | |
|---------------------|-------------------------|
| 1 | Accrued so far |
| 2 | Credited from last year |
| 12 | Annual allotment |

[View Transaction History >](#) [+](#)

Transaction History 2020

| | | |
|-----------------------|-----------|---|
| Sick Leave | 01 | ▼ |
| Paternity- Child Care | 00 | ▼ |
| LOSS OF PAY | 18 | ▼ |
| Casual Leave | 01 | ▼ |
| Paternity Leave | 00 | ▼ |
| Total | 20 | |

REIMBURSEMENTS

Employees can create/manage reimbursement requests on the go with Darwinbox's mobile app. Filtering through requests at different stages of approval – Approved, Rejected, Draft, Pending, Processed makes one identify at what stage the request is at.

| Reimbursement | |
|--|--------------|
| Pending requests | My requests |
| Mobile Reimbursement(64705) | ₹ 400.00 |
| Claimed by: Candiate 3 T (1005922) | 15-08-2018 > |
| Admin Issue(64660) | ₹ 2000.00 |
| Claimed by: Srikanth Karanam (DB142) | 18-05-2018 > |
| New(64661) | ₹ 1222.00 |
| Claimed by: Srikanth Karanam (DB142) | 18-05-2018 > |
| hjk(64568) | ₹ 345500.00 |
| Claimed by: Thomas Cervantes (xyz5507) | 29-03-2018 > |
| ASDF(64569) | ₹ 500.00 |
| Claimed by: Thomas Cervantes (xyz5507) | 29-03-2018 > |
| New REIM(64542) | ₹ 120.00 |
| Claimed by: Ankit Tiwari (1005543) | 13-03-2018 > |
| testing(64496) | ₹ 8000.00 |
| Claimed by: Badri Kara (EMP-001002) | 22-02-2018 > |

Filter by

- Approved
- Rejected
- Draft
- Pending
- Processed
- Show all

Reset Apply

How to apply for a reimbursement?

In 'My Requests' tab, click on the + button, name the reimbursement request, identify the expense type, add additional details like the day, reimbursement units and any support evidence like the invoices – which can be scanned and quickly be uploaded as an attachment.

| Reimbursement | |
|--------------------------------|------------------------|
| Pending requests | My requests |
| Goa trip(64721) 21-11-2018 | ₹ 9000.00 > Pending |
| sdfh(64691) 20-07-2018 | ₹ 0.00 > Pending |
| assasasas(64675) 26-05-2018 | ₹ 0.00 > Pending |
| 000 test(64633) 14-05-2018 | ₹ 0.00 > Pending |
| 00 test(64632) 14-05-2018 | ₹ 0.00 > Pending |
| Harsha(64614) 12-05-2018 | ₹ 250.00 > Pending |
| 0 Case(64613) 11-05-2018 | ₹ 500.00 > Pending |
| 2 digit(64602) | ₹ 2562.00 |

Add Expense

Reimbursement title

Reimbursement title Done

Q W E R T Y U I O P
A S D F G H J K L
Z X C V B N M ↻
123 ☺ 🔍 space return

← Cab

Date
Please select

Amount
Enter amount

Currency ₹ >

Number of Kilometers/Miles
Please enter KM 0

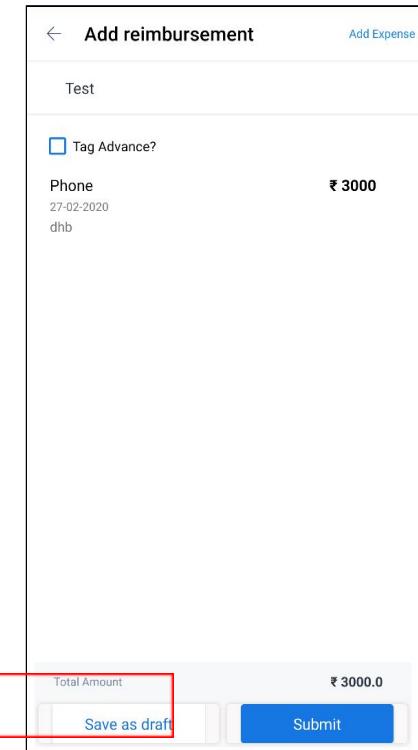
Description
Please enter

Upload attachments
Maximum 3 attachments

Done

- ← Expense type
- You will be able to club only those reimbursement types that have the same approval setting
- Abhi_1 >
 - Accomodation tier 1 >
 - Accomodation/ hotel cost >
 - Ankit >
 - Book cab_x >
 - Cab >
 - Cab expenses_test >
 - Cargo_reimbursement >
 - Concurrency test >

You can also save the reimbursement request as a draft before submitting



Per Diem and Per Mileage on Mobile

similar to the web application the mobile also supports Per Diem and Per Mileage

Path: Dashboard > Reimbursement > Select Expense

The image displays two adjacent mobile screens. The left screen shows fields for selecting start and end dates, times, and locations, along with an amount field and a description field. The right screen shows fields for selecting a date, entering from and to locations, selecting a vehicle type, specifying per km rate, entering an amount, and providing a description. Both screens have a 'Select' button next to each input field.

| Left Screen Fields | Right Screen Fields |
|---|--------------------------------------|
| Start Date Select Start Date | Date Select Date |
| Select Start Hr Select select start hr | From Location Enter from location |
| Select Start Min Select select start min | To Location Enter to location |
| End Date Select End Date | Vehicle Type Select vehicle type |
| Select End Hr Select select end hr | PER KM Enter per km |
| Select End Min Select select end min | Amount Enter amount |
| Select Location Select Select Location | Description Enter description |
| Amount Enter amount | |
| Description Enter description | |

View Advances in reimbursement

we can now view the list of advances tagged to reimbursements.

Path: Dashboard > Reimbursements > Advances

| Reimbursement | | Open | Open |
|--------------------|-------------|----------|------|
| Pending requests | My requests | Advances | |
| Reimb Advance 1 | | 5000 | |
| 1990 | | | |
| Reimb Advance 2 | | 3000 | |
| 1991 | | | |
| Project code empty | | 2000 | |
| 1992 | | | |

Reimbursement limits on mobile

Below limits have been implemented on mobile.

1. Max amount in a day
2. Max amount in a month
3. Max amount in a quarter
4. Max amount in a year
5. Restrict application once in a X months

REFER

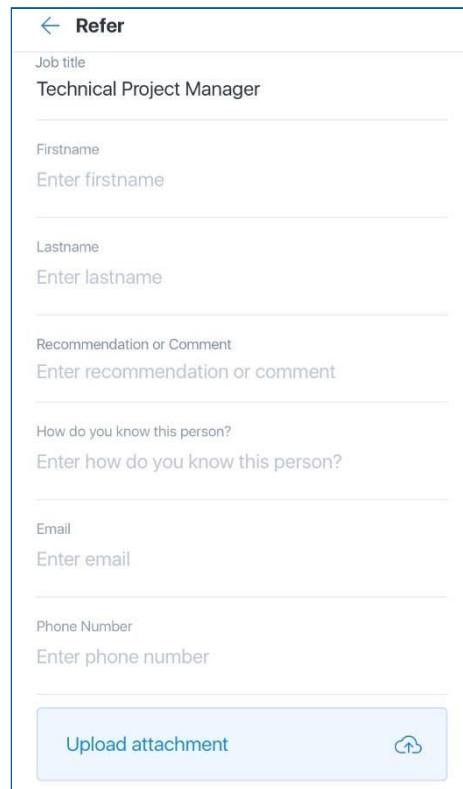
Current Openings:

| Current openings | My referrals |
|---|------------------|
| Technical Project Manager JD64 Madhapur, Hyderabad, Telangana, India () Department Techsoft Product (TE... Employee type Full-time | 03-01-2019 > |
| ASSOCIATE MANAGER-HR JD63 Berlin, Berlin, Germany () Department Employee type Full Time_test | 31-12-2018 > |
| abc1 JD61 London, London, City of, United Kingdom () Department Employee type xyz | 16-12-2018 > |
| HRBP JD60 | 15-12-2018 |

Refer is an option which is present on the dashboard menu which enables employees to refer candidates to the company. Employees can check for openings present in the company, and view the job as well. Employees can share the job via social media as well, which increases outreach and provides an easier option to share the opening to potential interviewees.

The image contains two screenshots of the Darwinbox HRMS mobile application. The left screenshot shows the 'Job details' screen for a 'Technical Project Manager' position. It displays the job title, date (03-01-2019), experience requirement (10 - 15 Years experience), salary range (INR 1500000 - 2000000), location (Madhapur, Hyderabad, Telangana, India), and a 'SHARE THIS JOB' button. The right screenshot shows a modal window titled 'Job details' for the same position, providing more details like '10 - 15 Years experience', 'INR 1500000 - 2000000', and 'Madhapur, Hyderabad, Telangana, India'. It includes sharing options via AirDrop, Notes, Facebook, Gmail, WhatsApp, and a 'Cancel' button.

Employees can refer by clicking on the refer option present on the top right corner of the page. Clicking on which will direct them to this page.

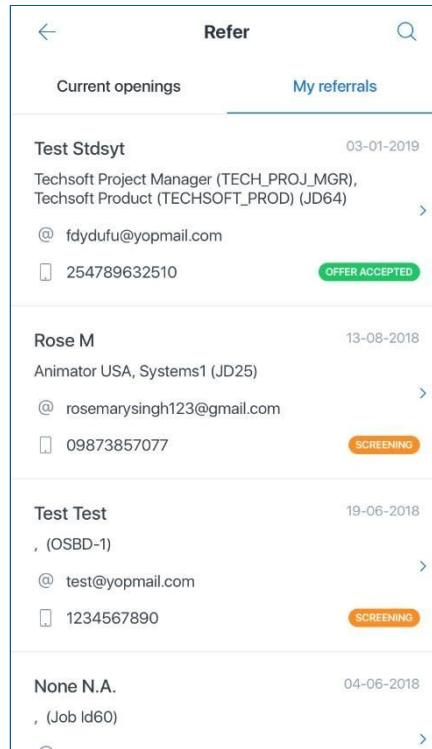


The screenshot shows a 'Refer' form with the following fields:

- Job title: Technical Project Manager
- Firstname: Enter firstname
- Lastname: Enter lastname
- Recommendation or Comment: Enter recommendation or comment
- How do you know this person?: Enter how do you know this person?
- Email: Enter email
- Phone Number: Enter phone number
- Upload attachment: A button with a cloud icon for file upload.

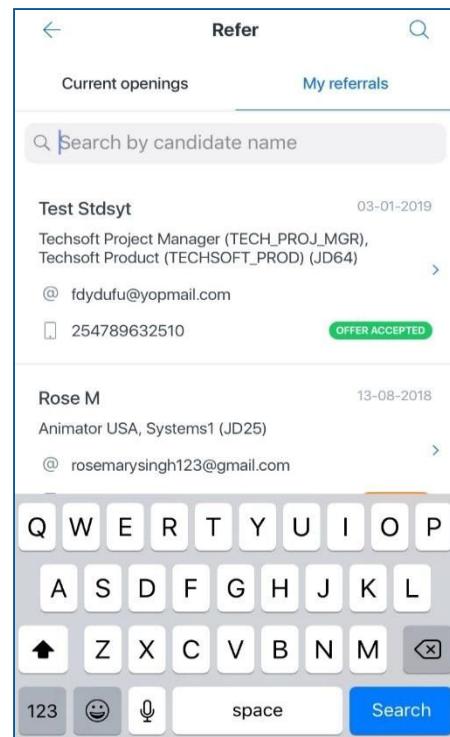
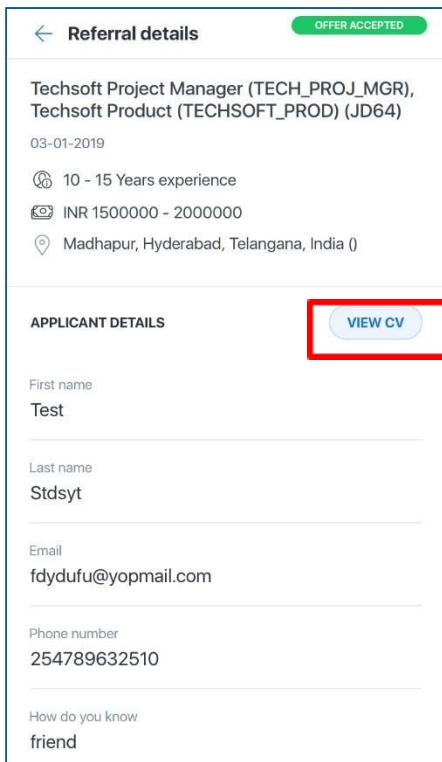
Attachments like CV can also be uploaded via the upload attachment option.

My referrals:



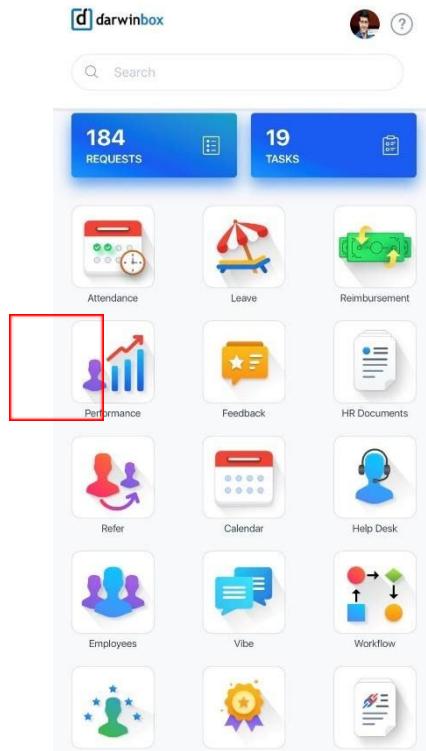
| Current openings | My referrals |
|--|----------------|
| Test Stdsyt | 03-01-2019 |
| Techsoft Project Manager (TECH_PROJ_MGR), Techsoft Product (TECHSOFT_PROD) (JD64) | > |
| @ fdydufu@yopmail.com | |
| 254789632510 | OFFER ACCEPTED |
| Rose M | 13-08-2018 |
| Animator USA, Systems1 (JD25) | > |
| @ rosemarysingh123@gmail.com | |
| 09873857077 | SCREENING |
| Test Test | 19-06-2018 |
| , (OSBD-1) | > |
| @ test@yopmail.com | |
| 1234567890 | SCREENING |
| None N.A. | 04-06-2018 |
| , (Job Id60) | > |

Employees can view their referrals that are already in progress, where they can view the status of the candidate. View CV option allows to view the CV of the employee.



A search option is present on the top right corner, which allows the employees to search by name.

PERFORMANCE



Employees can view the review cycle they are a part of by opening the Performance module from the Dashboard.

performance reviews are enabled in mobile with this functionality both employee and manager can review the goals and competencies of their respective reportees.

Path (Employee): Performance → View all Reviews

The left screenshot shows the 'Performance' screen with tabs for 'Goals / Key Result Areas new ui' and 'Competencies new ui'. A large blue button labeled 'View all Reviews' is prominent. Below it, there are two cards: 'Testing for default goal' (0% weightage) and 'Adding goals from manager login' (0% weightage). The right screenshot shows a detailed 'Reviews' card for a specific goal. It displays a progress bar at 100% weightage, a date range from 01 August 2019 to 31 August 2019, and a comment field asking 'Select Rating'. Buttons for 'Save As Draft' and 'Send To Manager' are at the bottom.

Path (Manager): Performance → My Reportee Dashboard → Reportee Selection

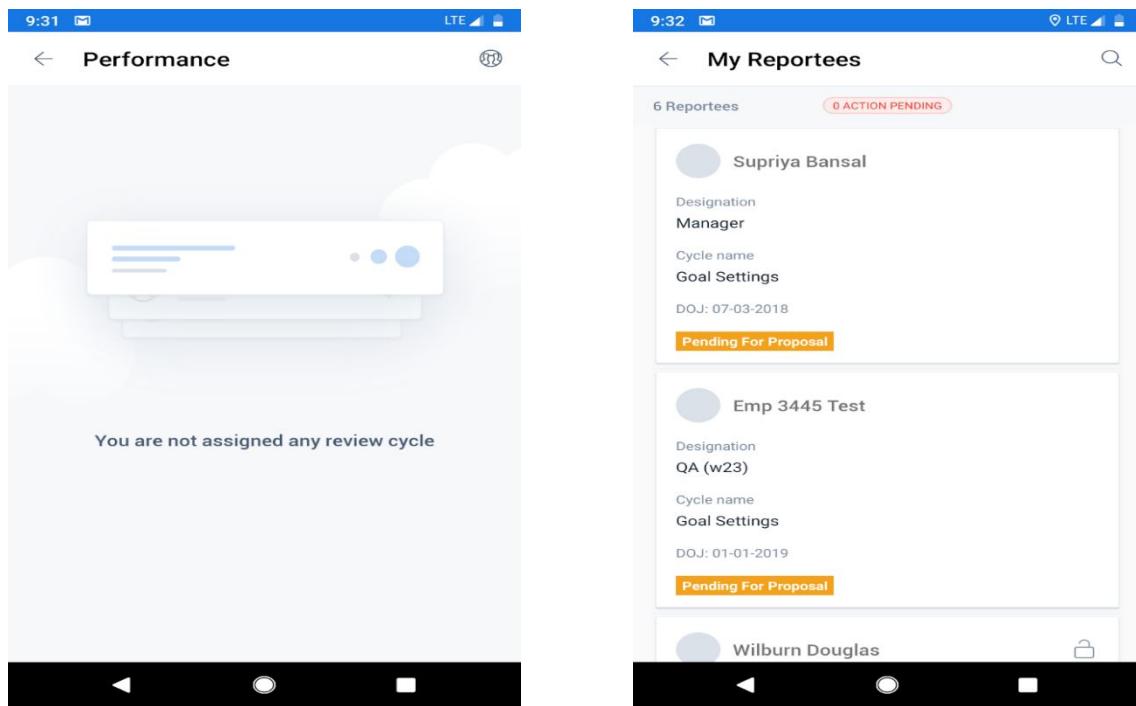
The left screenshot shows the 'My Reportees' screen with a list of reportees. The middle screenshot shows a 'Performance Employee Review' card for a specific employee, displaying a progress bar at 50% weightage, a date range from 01 April 2017 to 31 December 2019, and a comment field asking 'Adding html tags for checking in web'. The right screenshot shows a detailed 'Performance Employee Review Review' card, similar to the one shown in the employee path, with a progress bar at 50% weightage, a date range from 01 April 2017 to 31 December 2019, and a comment field asking 'Adding html tags for checking in web'.

Note:

1. The ratings or comment data will be stored automatically on swipe of cards if the app is force closed or review section is closed via the cross button the data won't.
2. All assessment settings as in web will work in mobile except for manager editing employee comments post moderation.
3. Only employee and manager persona's are enabled in mobile reviewer cannot view or take actions
4. Emails and tasks won't be triggered to mobile or any for actions taken from mobile.

All the Managers, will get a 'My Reportees' dashboard which clearly indicated the details of performance cycle tagged to his/ her reportees, current stage, highlights any pending actions.

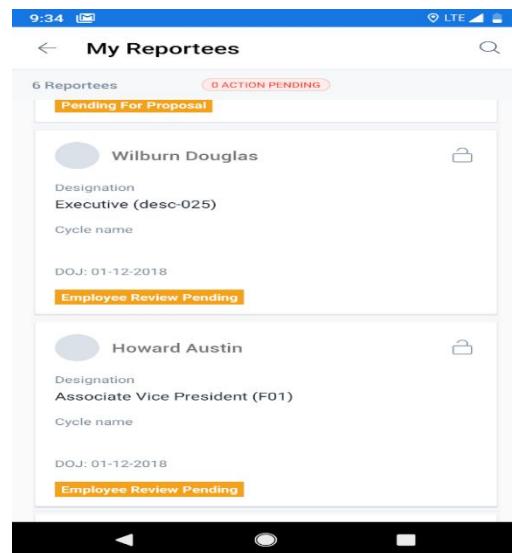
Path (Manager): Dashboard → Performance → 'My Reportees' dashboard



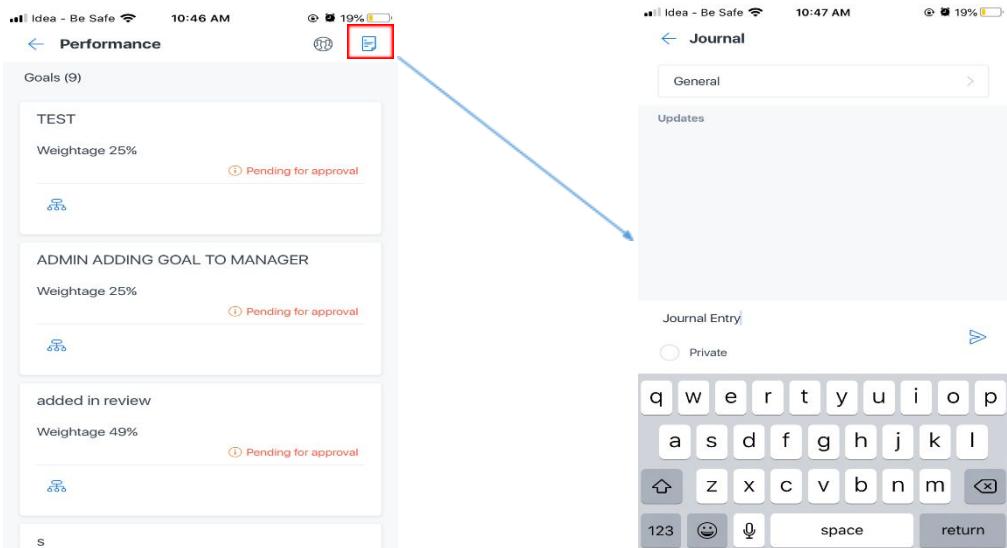
Lock and Unlock option in mobile

Manager can unlock the performance page for their reportees, which opens the page for the reportees to add/ edit/ update the goals in their review sage is available in 'My Reportees' dashboard in mobile app

Path (Manager): Dashboard → My Team → Reportees' Performance



Journal

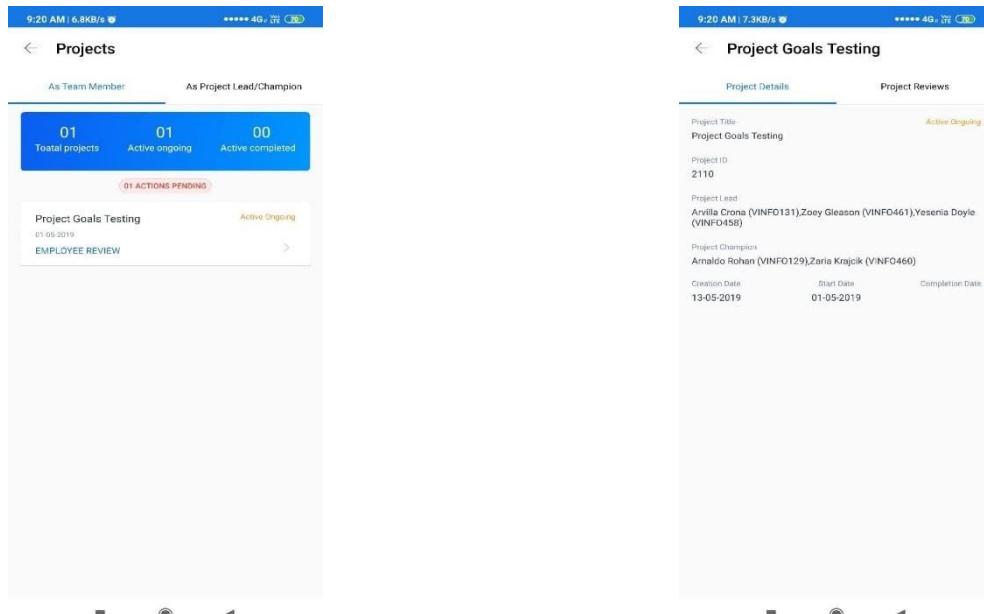


- Managers can journal entries in the performance module to keep a track on goals
- Journal entries can be made private by checking the private radio button.';[

Project Goals

With these employees can navigate through the projects assigned to an employee and can add goals for the same. Team leads and champion can add goals, delete or approve goals same. Team Member View – All the projects assigned to an employee as a team member or as project lead/Champion are present in a single screen for easy navigation.

Path (Team Member): Project Goals → List of Projects assigned.



On selecting any project from a team member or as project lead/champion display the project details where in the complete details of a project are displayed and for a lead/champion the team members view is displayed on clicking view all button. By clicking on the respective team member profile the navigation redirects to the selected employees project details and project reviews tab.

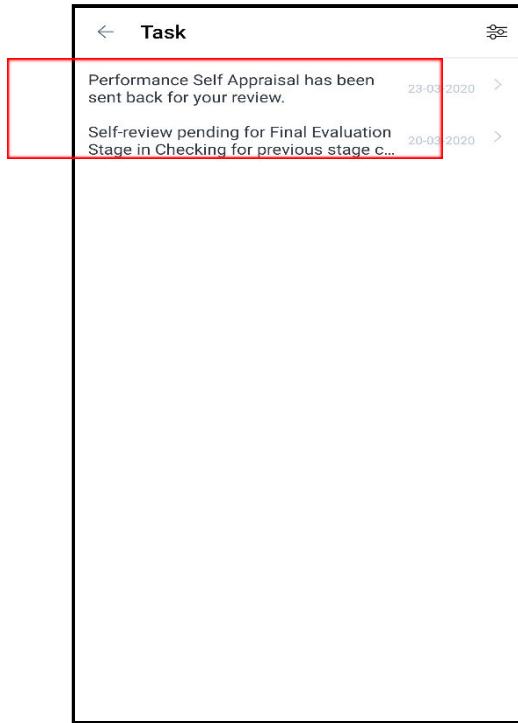
Team members can add/delete goals via the Add goal button present under the Project reviews tab once goals are approved by the project lead/champion these goals cannot be deleted by the team member only lead/champion can delete these goals. Goals once added by team lead can be approved/deleted by navigating to goal details page.

Path (Team Member/Lead/Champion): Project Goals → Project Selection → Project Reviews → Add Goal.

PMS Tasks on Mobile

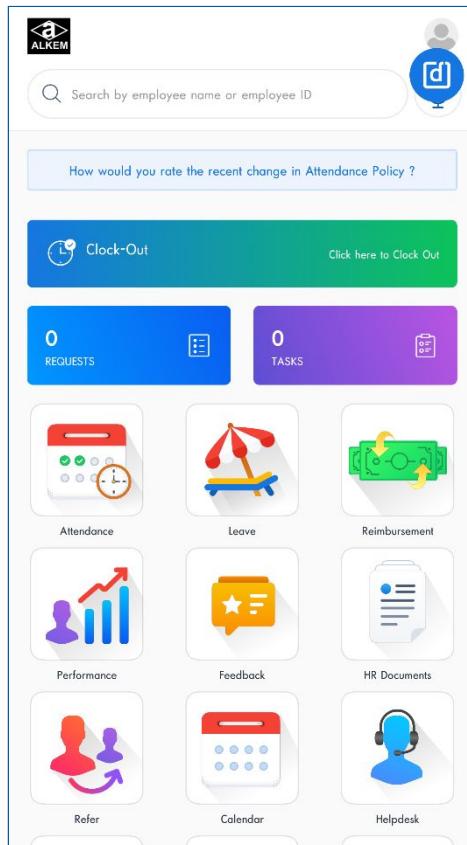
Similar to the web we have migrated all Performance tasks related to manager and employee persona to the mobile app.

Path: Dashboard > Tasks



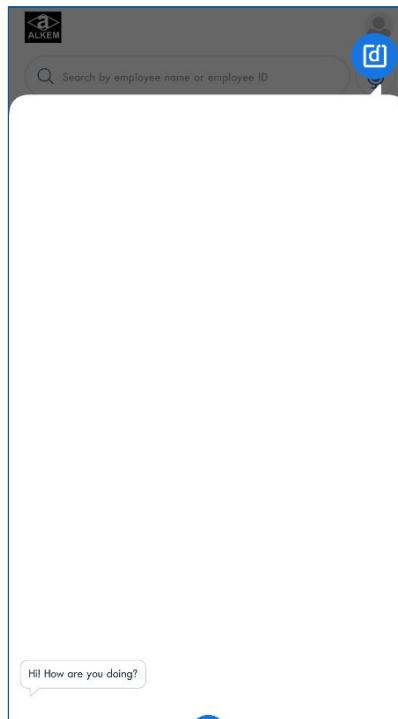
VOICE BOT (It's only for Android based phones)

Home Screen



The icon for the voicebot is displayed beside the search bar on the home screen of the Darwinbox mobile app. Also, a floating action button can be added via mobile settings which will enable the user to access the voicebot from home screen as well.

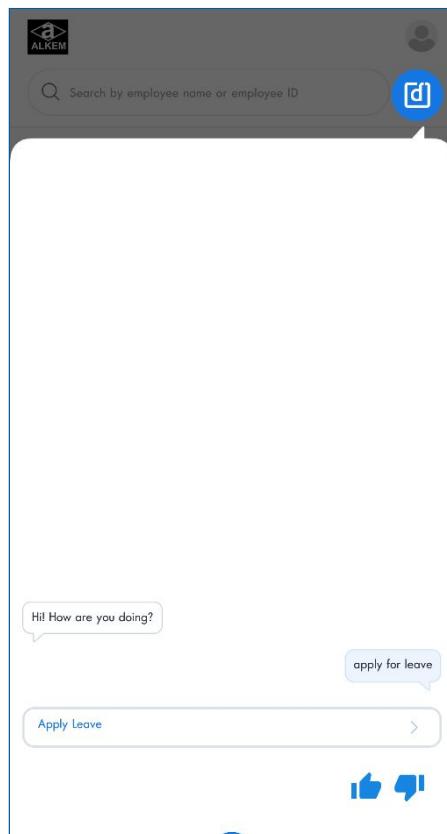
Darwin Voicebot



This is the Darwinbox voice bot. On clicking the icon, this screen pops up, prompting the user to speak his/her intent into the app.

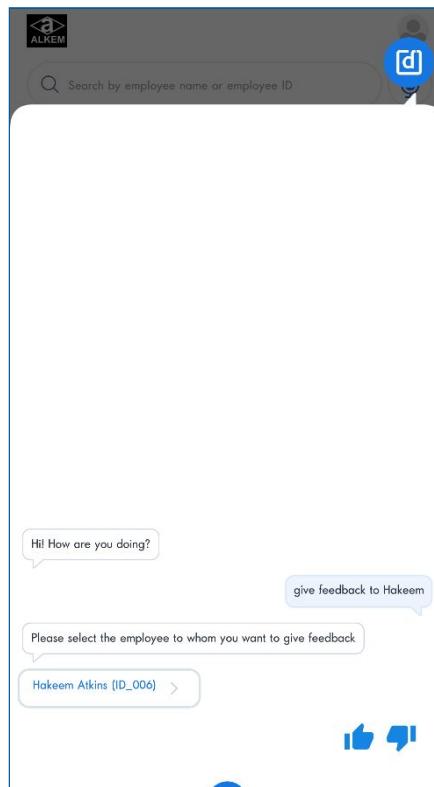
Use Cases

Apply for Leave using Voicebot

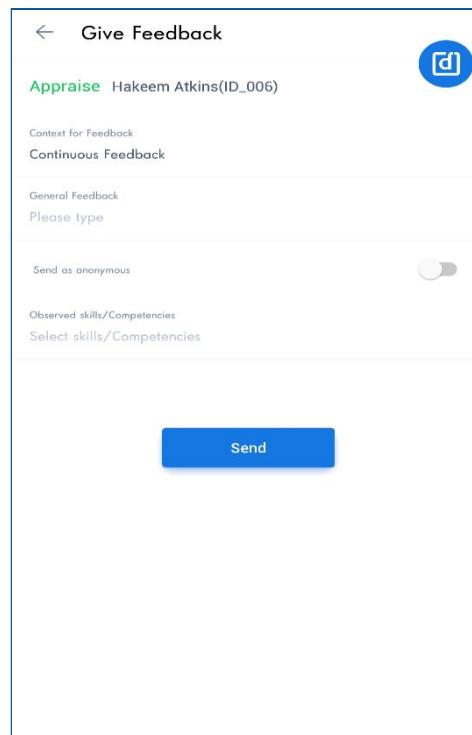


User can apply for leave on DBox voicebot by simply saying Apply for leave. The bot will then redirect the user to the Apply for leave section.

Give Feedback



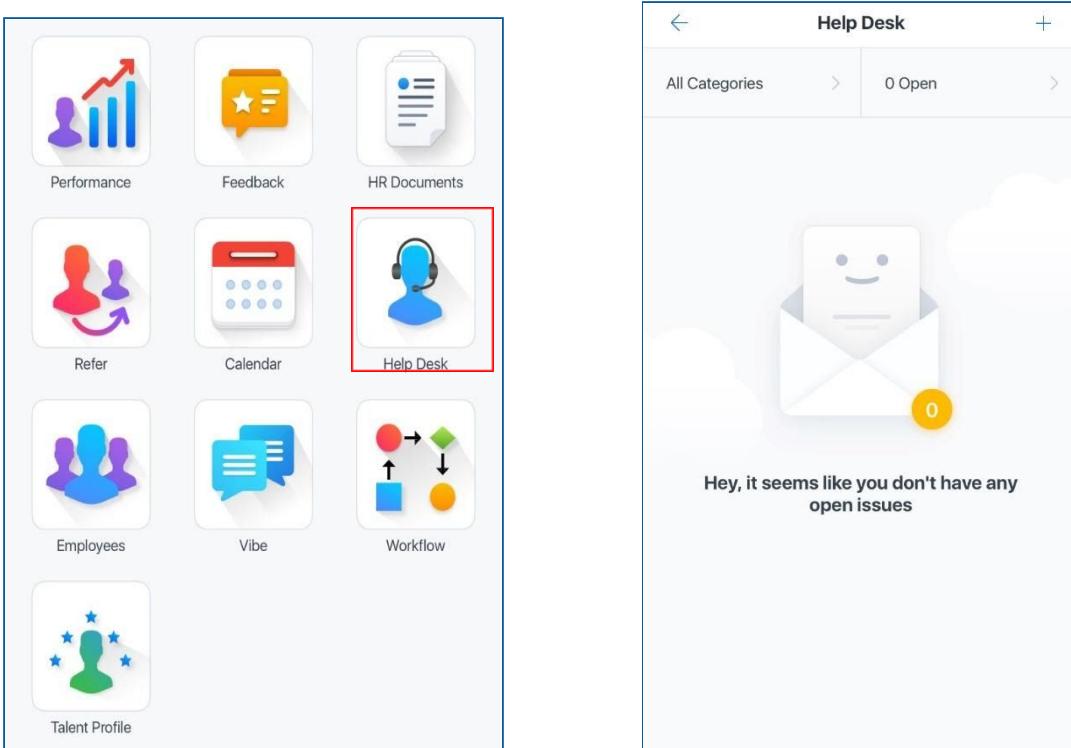
Feedback can be given to fellow employees by prompting the voicebot- Give feedback to *employee name*. Darwin will immediately identify the employee and direct you to feedback page of the employee.



Other Use Cases where Voicebot can be used

| |
|--|
| Update goal achievement percentage |
| Cascade a goal to multiple people |
| create the vibe group |
| post something on group |
| view all vibe groups |
| text message to someone |
| share the job openings |
| view all favourites list of employees |
| view the birthday list for day or month |
| view the list of work anniversary for the day or month |
| Show me the next holiday |
| Show notice period assigned |
| what leave is deducted if I am late? |
| How many times can I leave early? |
| what leave is deducted if leave early? |
| How many times can I come late? |
| What is the upper cap on units on the claim that can be raised |
| What is the upper cap on unit cost on the claim that can be raised |
| Any limitations on the number of times claim can be raised in a month |
| By how many days should a claim submitted after expense |
| What all reimbursement/claim types can I raise? |
| You can check probation period days assign to you and you are in probation period or not |

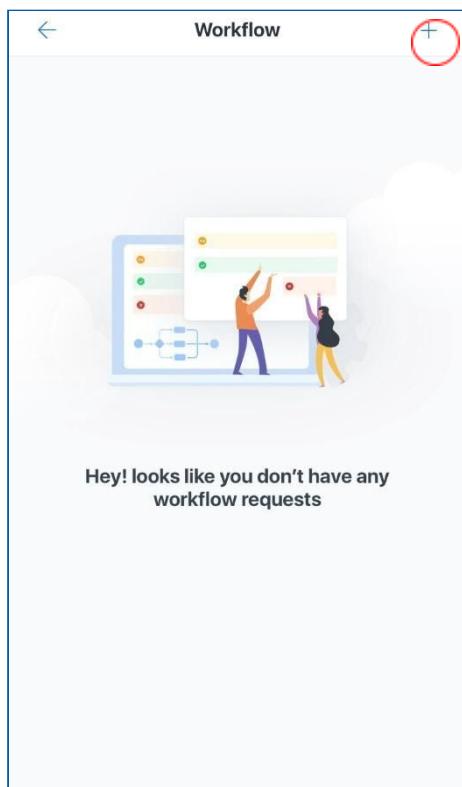
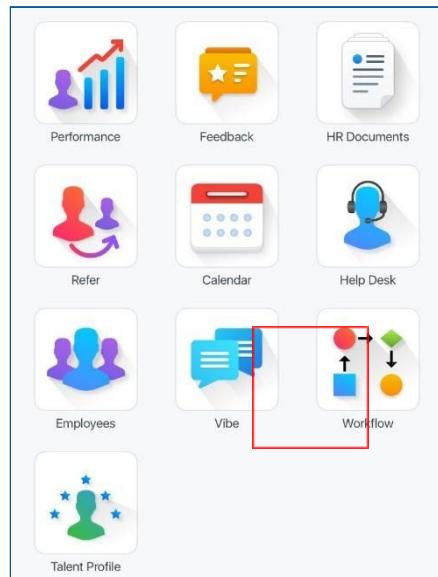
HELP DESK



Help desk icon can be found on the homescreen of the Darwinbox app. On clicking the icon, the user will be redirected to Help Desk portal. Any Open issues raised by the user will be visible to him/her. Issues can be sorted by category type. To raise an issue on helpdesk, click on (+) button on the helpdesk home page.

To raise an issue, user needs to select the categories and sub categories related to the issue, add a title and description, and submit. On submission, this becomes an Open issue and can be viewed on the Help desk homepage of the user.

WORKFLOW



Open workflows through Darwinbox mobile app home screen. Any workflows pertaining to the user will be visible on the Workflow screen. Request can be placed by clicking the (+) icon. Then, select the workflow from the list of available workflows.

[Business Card Flow](#)

Please Fill the Details

Full Name
Enter full name

Designation
Enter designation

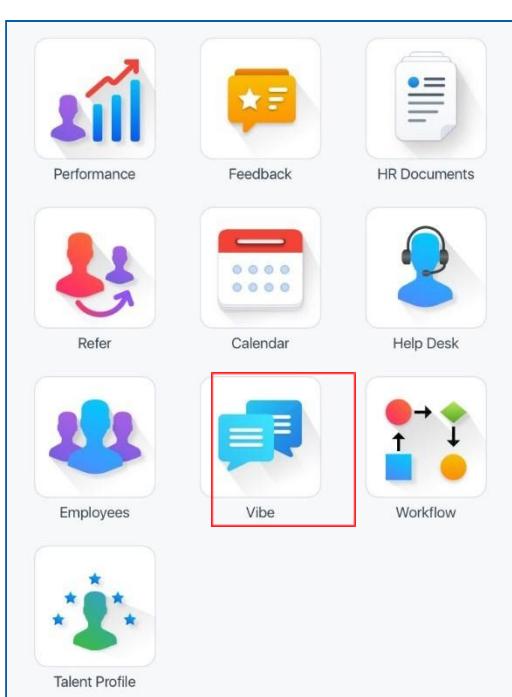
Contact Number
Enter contact number

Email ID
Enter email id

Submit

Fill in the required details and submit to place your request.

VIBE



| Vibe | |
|------|---|
| | Recruitment Group |
| | Sample Vibe group sample group |
| | Test 1 |
| | Cricket Group Cricket Group desc |
| | Hidden Cricket |
| | Public Cricket Every Sunday |
| | Private Cricket Private Cricket desc |
| | my test group |

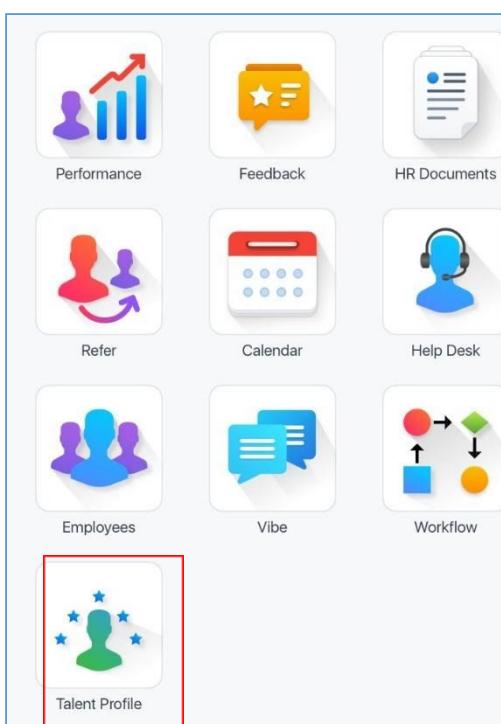
Vibe is Darwinbox's employee engagement tool, which allows employees to interact with one another, make announcements, create events, notice boards, groups etc. Vibe can be accessed through home

page of Darwinbox app. All groups that the employee is present in are displayed on opening Vibe. Employees can open the groups to see group feed and add a message on the group.

The image consists of two side-by-side screenshots of a mobile application interface. The left screenshot shows a group feed titled 'Cricket Group' with 1 person. It displays a single post by 'Vineet singh' from '1 minute ago' stating 'Cricket on Sunday!'. Below the post are '0 Likes' and '0 Comments' with corresponding icons. The right screenshot shows a 'Create New Group' form. It includes fields for 'Group name' (with placeholder 'Enter group name'), 'Group description' (with placeholder 'Enter group description'), 'Group type' (radio buttons for 'Work - e.g. Team/Department/Project etc.' and 'Interest - e.g. Guiter Club, Cricket Fans etc.', with the 'Interest' option selected), and 'Group privacy' (radio buttons for 'Public - Everyone can view updates and join this group.' and 'Private - You can request or invited to join this group.', with the 'Private' option selected). A large blue 'Submit' button is at the bottom of the form.

New Group can be created by the admin by clicking on (+) button and inputting the required details.

TALENT PROFILE

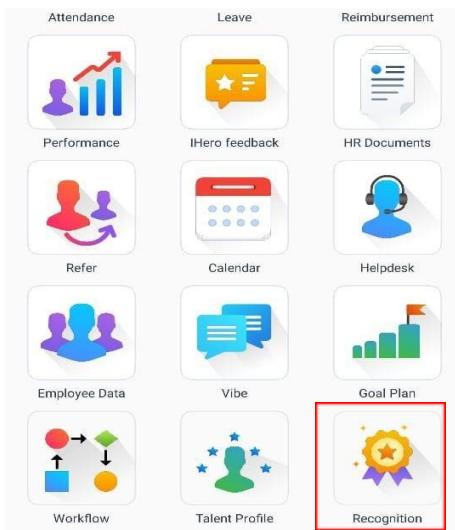


Talent Profile

< Annual Assessment Cycle >

Talent Profile of an employee can be directly accessed through the home page of Darwinbox mobile app. Latest assessment cycle of the employee can be viewed on the Talent Profile page. Employee can view further details and reviews by opening the assessment.

REWARDS AND RECOGNITIONS



Reward and Recognition module is available on the mobile app as well. Here, Employees can see details of badges received and various RnR programs.

The screenshot shows the Employee Recognition dashboard. At the top left, it says 'Recognition' with a back arrow. Below that, 'YOUR BADGES' and 'VIEW RECOGNITIONS >' are displayed. A message says 'Hey! Seems like you haven't earned any badges'. Below this, there are two sections: 'Receive' and 'Given'. Under 'Receive', it shows 'Points Received' with 0 Received, 0 Redeemed, and 0 Available. Under 'Given', it shows 0 Given. Below these sections, 'ELIGIBLE PROGRAMS' is listed with 'VIEW LEADERBOARD >'. Two programs are shown: 'Start and End Dates Check' and 'Thank You Program', each with a trophy icon.

Program Details

Start and End Dates Check
SAEDC
01-04-2019 Satrts on 31-08-2019 Expires on

Description

Program Type: Continuous

Program Duration: This program starts on 01-04-2019 and ends on 31-08-2019

When do you become eligible for the program? You are eligible for this program after you complete 0 day(s) from your date of joining

Is program applicable during notice period? No

Who can give this recognition? Gender of recogniser can be All gender(s). The relationship of recogniser with receiver can be All Roles

Who can receive this recognition? Gender of receiver can be All gender(s).

How many times can a recogniser give this recognition? There is no restriction

From here, employees can see the description of each program and also view the leaderboard.

Leaderboard

The screenshot shows the Employee Leaderboard. At the top left, it says 'Leaderboard' with a back arrow. Below that, 'Top 10 Receivers' and 'Top 10 Recognisers' are listed. The 'Top 10 Receivers' section is highlighted with a blue bar. The data is as follows:

| Rank | User | Role | No of Times received |
|------|-------------|------------------|----------------------|
| 1 | Rasheed G | Manager | 12 |
| 2 | Ramya G | QA Engineer Test | 9 |
| 3 | Shameer AB | QA Engineer Test | 13 |
| 4 | Shivaji Raj | Executive | 7 |
| 5 | Harsha OU | Executive | 4 |
| 6 | 1reimb V | QA Engineer Test | 1 |

Recognizers (Manager/peers) will be able to recognize employees via. Reportee view as shown below:

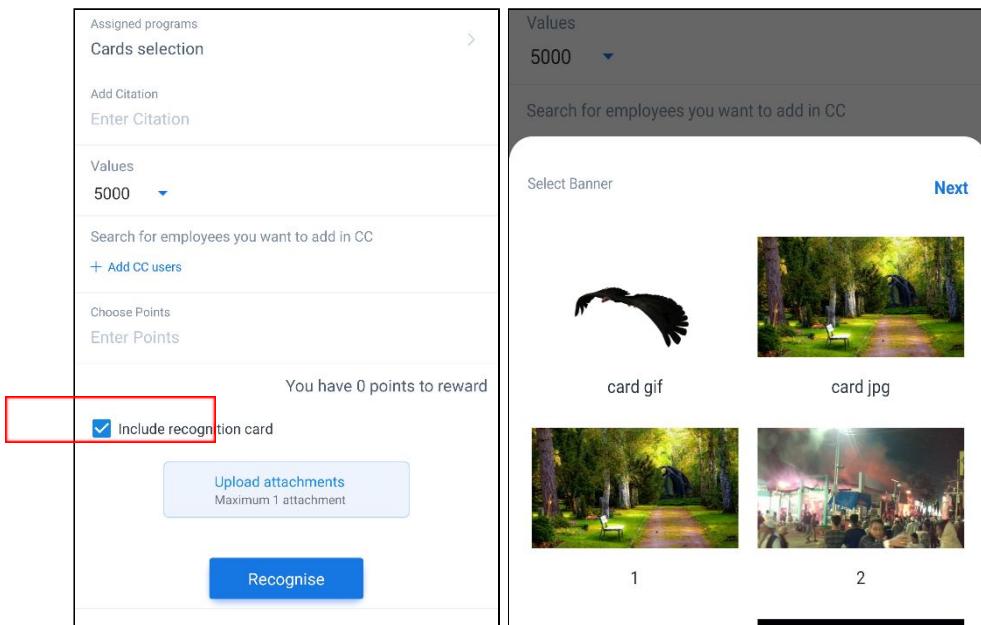
Recognize via. Profile

Upon clicking on the 'Recognize' option, we will be able to open the form for recognition and submit the same.

Adding cards while recognising

Similar to web, you can now add cards while recognising.

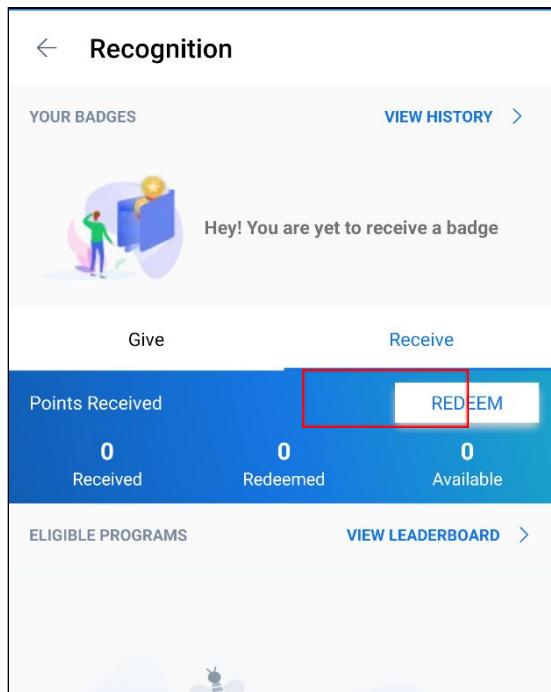
Path: Dashboard > Recognition > Recognise



Redeem XOXO points

We can now redeem XOXO points based on the reward points through the mobile app. If XOXO integration is enabled via tenant settings the option to redeem points shows up.

Path: Dashboard > Recognition > Receive Redeem



Hide Points Summary for a Program if Reward Type = Non Point Based

In case a continuous program does not have a point based reward, the point summary in the program card on the front end will be hidden as per the screenshot below. This change will be applicable to both mobile and web interfaces.

Hide Reward Point Summary at a Tenant Level

There is an option being provided to hide the reward point summary section on both web and mobile in the Overview page for all employees in the tenant. This is useful in case no point based programs are being run by the company.

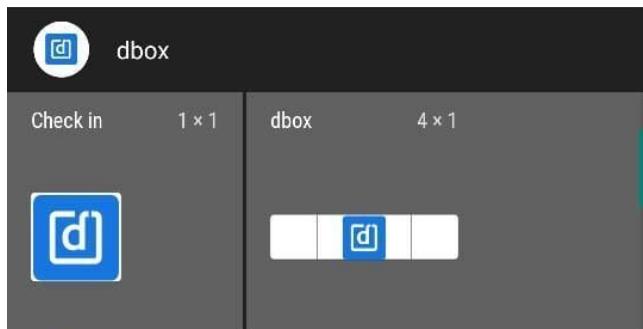
Widgets

1. Universal search can directly be accessed as a widget on mobile for Android devices.



2. Employees will be able to add a widget to CheckIN directly from their home screen in single click.

Path (Employee): Attendance → Attendance view



BIRTHDAYS AND ANNIVERSARIES

It includes the employee's birthdays and work anniversaries.

The above-mentioned events can be viewed for the respective team and the entire Organisation.

| Name | DB ID | Title | Action |
|------------------|-------|--------------------------|-------------|
| Rahul Yadav | DB264 | Associate Sales Director | SEND WISHES |
| Rahul Yadav | DB264 | Associate Sales Director | SEND WISHES |
| Karan Singh | DB414 | Customer Success Manager | SEND WISHES |
| Yashwant Golecha | DB415 | Product Manager | SEND WISHES |

| Name | DB ID | Title | Action |
|------------------|-------|-----------------|-------------|
| Yashwant Golecha | DB415 | Product Manager | SEND WISHES |

In the privacy settings

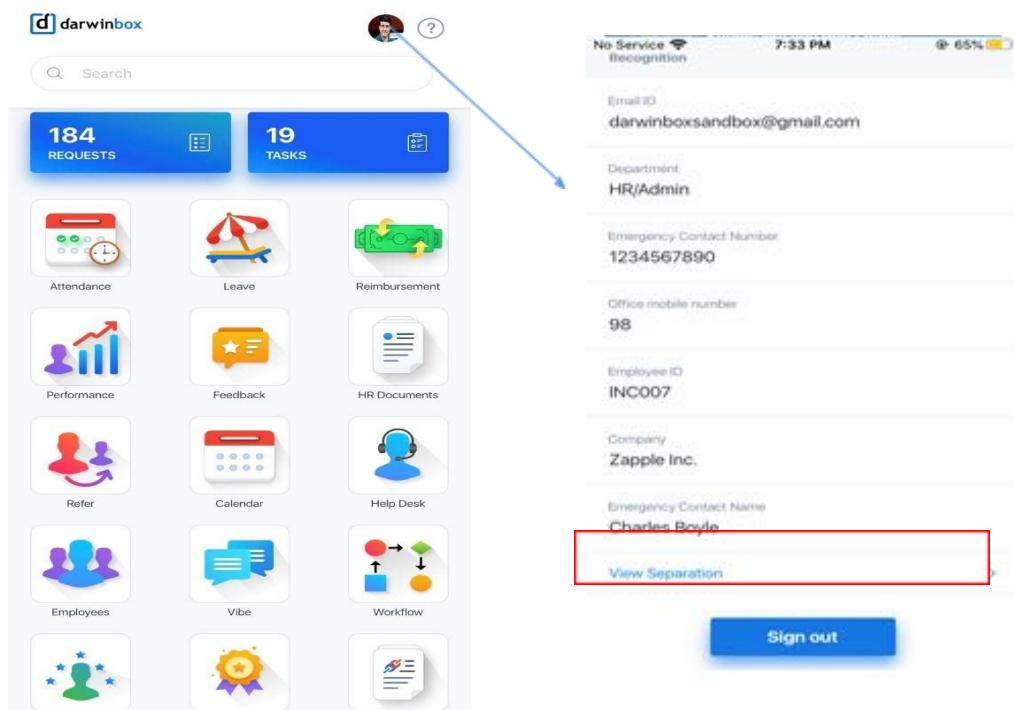
- If the employee has not set birthday to public then the record of the employee would not be visible
- If the mobile number is not public then the users would not be able to send wishes through SMS and WhatsApp.

Separation

Employees can directly apply for resignation from the mobile app

The steps are as follows:

- 1) Click on the Profile Picture



- 2) Click on View Separation

[Separation](#)

Apply for Resignation

Date of Resignation
01-04-2020

Last date as per Notice Period (60)
30-05-2020

Requested Last Date
30-05-2020

Recovery Days
0

Reason for Resignation
Select reason

Comments (If any)

- Add the Requested Last Day
- Add the Reason for Separation
- Add any comments and also if needed attachments can be uploaded.

 Upload attachments

Maximum 1 attachment

 Resign

Click on the Resign button

Separation Enhancements in Mobile

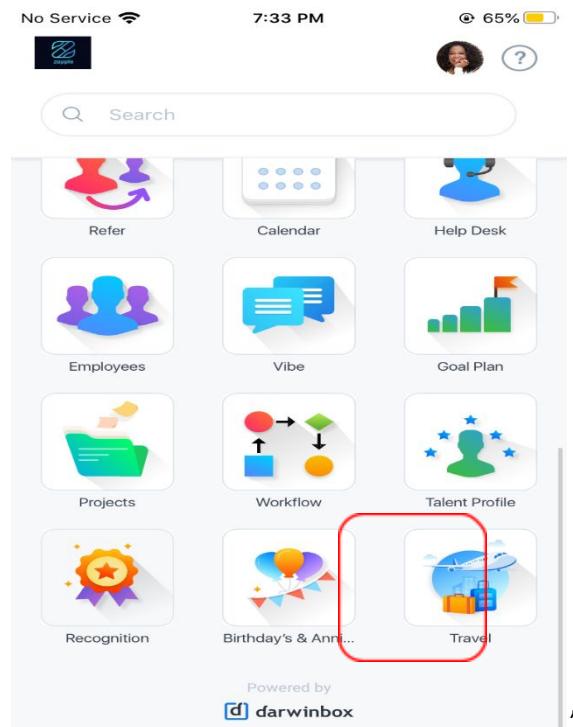
Following enhancements have been to separation on mobile

1. Other reason mandatory for Employee by default
2. Employee fields are not mandatory when a manager raises the separation request on behalf of the reportee.
3. Tenant level setting to hide Resubmit button to employee
4. When employee clicks on revoke reason for the same is asked, which is shown in the separation revoked report
5. When a manager rejects the separation request the reason for the same is asked, which is shown in the separation revoked report

TRAVEL

The travel module on mobile is view only; you can only view the progress and status of the Travel, Accommodation and Advance requests applied on web.

Path: Dashboard > Travel



1) Viewing Travel Requests

Path: Dashboard >Travel > Travel (Tab)

No Service XX 7:34 PM 65% XX

d Travel Request

Client meeting

Trip ID: TRIP005, Start Date: 10-Mar-2020, End Date: 18-Mar-2020

Description: Client meeting

Domestic

Mumbai, Maharashtra to Hyderabad, Telangana

Request ID: TRAV004, Date of Travel: 10-03-2020, Booking completed

Total - 2

| | |
|--|--|
| Trip ID: TRIP003, Start Date: 01-Mar-2020, End Date: 05-Mar-2020 | Trip ID: TRIP005, Start Date: 10-Mar-2020, End Date: 18-Mar-2020 |
|--|--|

2) Viewing Accommodation Requests

Path: Dashboard >Travel > Accommodation (Tab)

Travel

Travel Accommodation Advance

Request ID: Acc_1 Date: 17-03-2020

Location: Calcutta, West Bengal, India

Pending for booking

Check In: 20-03-2020 | Check Out: 23-03-2020

Accommodation

First Trip

Trip ID: TRIP_1 Start Date: 18-03-2020 End Date: 23-03-2020

Description:

Domestic

Calcutta, West Bengal, India

Request ID: Acc_1 Requested On: 17-03-2020

Check In: 20-03-2020 | Check Out: 23-03-2020

Accommodation Type: Individual

Comment: zxzc

3) Viewing Advance Requests

Path: Dashboard > Travel > Advance Tab

Travel

Travel Accommodation Advance

Request ID: Adv_1 Date: 17-03-2020

Pending for processing

Amount: ₹ 12340

Start Date: 18-03-2020 | End Date: 23-03-2020

Advance

First Trip

Trip ID: TRIP_1 Start Date: 18-03-2020 End Date: 23-03-2020

Description: Visit to hometown

₹ 12340

Request ID: Adv_1 Requested On: 17-03-2020

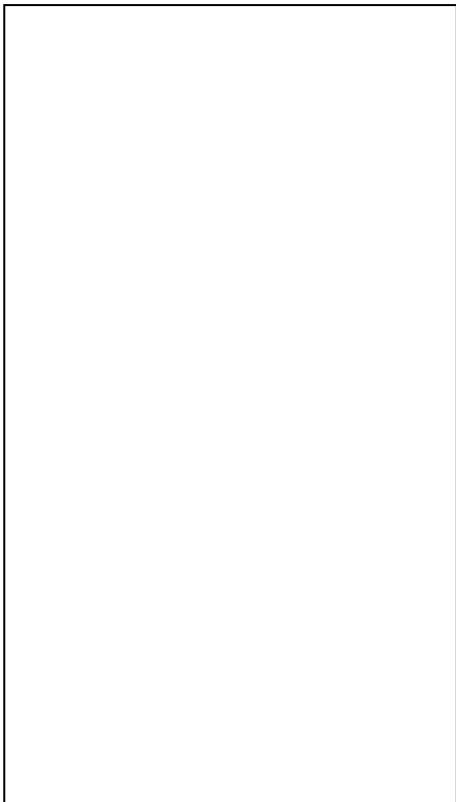
Comment: sdfgh

FEEDBACK

Path: Dashboard > Feedback

Employee can Request for feedback, view what feedback is received and what feedback has he/she gave.

Employees can view the summary of the feedback and can request for feedback by Clicking on the Request Feedback button. Once Request Feedback button is clicked the following page will appear.



GOAL PLAN

Path : Dashboard > Goal Plan

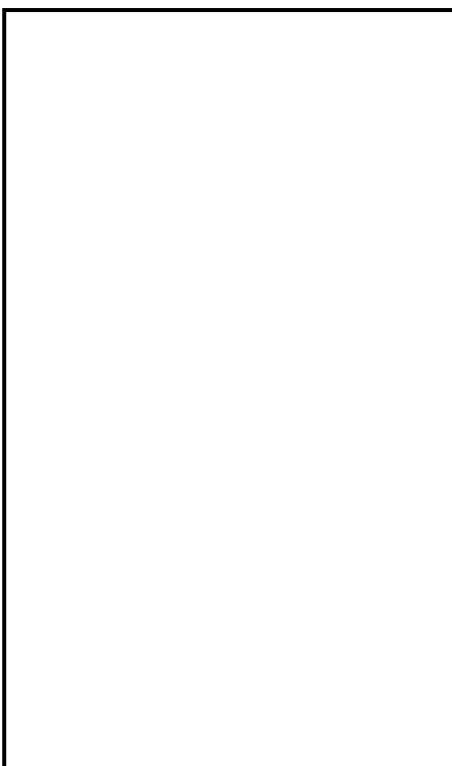
- Click on the Submit for Approval to submit the Goal Plan for approval.
- Adding and Editing Goals in the Goal Plan.
- Click on the highlighted icon to edit goals of goal plan
- Click on + to Add new goal to Goal Plan.

Mobile Alerts

You can now view all the activity alerts on the mobile app for rewards and recognition, Leave, attendance and vibe only.

Note:

- The Alerts would be based on Mobile login; All the alerts shown would be post the time period of the mobile login.
- The mobile app should not be running in the background for the alerts to sync
- Currently these alerts are not actionable and are view only.

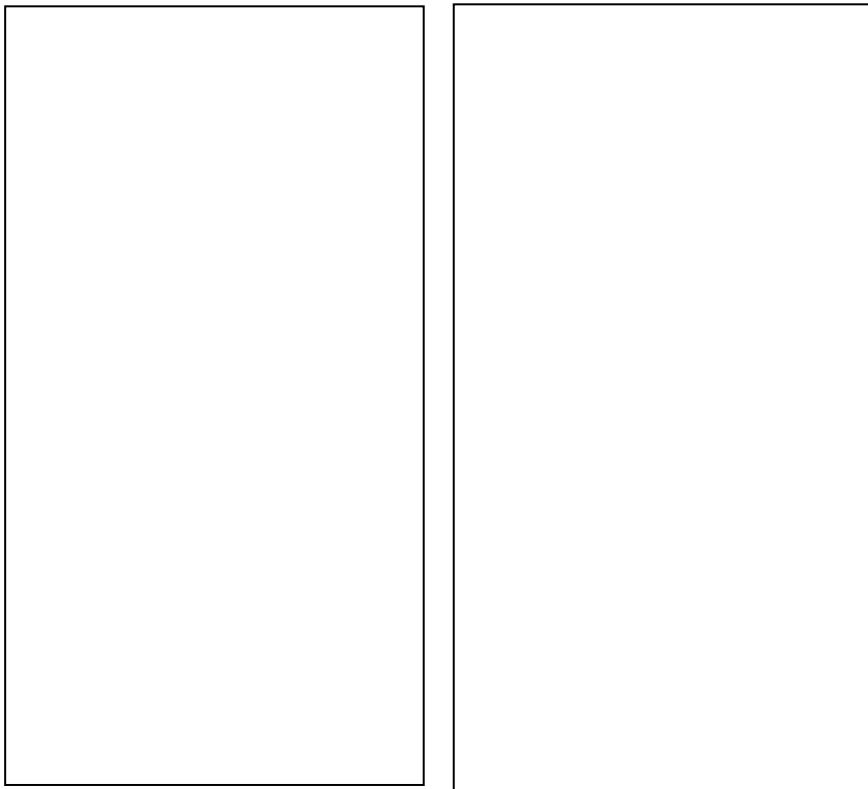


PAYROLL

CTC Proration on Mobile

- Similar to web we can now view CTC proration on mobile as well.
- Payslips have been moved from HR documents to Compensation on the mobile App

Path: Dashboard > Compensation



HR Documents

Message option while requesting for HR docs

The user would have an option to send a message for while requesting for HR Docs.

Path: Dashboard > HR Documents > Request HR Letter

